



MOVING & STORAGE, Inc.

LABELING INSTRUCTIONS

- Each **item** being moved **must be labeled**.
- Any items comprised of more than ONE piece (example: a desk with a return) **must have a label on each piece**.
- Boxes should be labeled on the front or side—**not on top**.
- File cabinets should be labeled on the **front**.
- Furniture should be labeled on **top**.
- Bookcases should be labeled on the **end**.
- Computers and Peripherals should be labeled on **top**.
- Labels must be **secure**.
- Use only the labels and destination numbers/letters assigned to you by your **move coordinator**.
- The **individual employee** will move personal artwork. Large pictures should be labeled with the proper color code on the **back** and placed with your boxes. The movers will move them on special picture carts.
- Mark location numbers/letters on labels clearly with a wide-tip black marker only. *(Do no use pencil or fine pens of any type or color.)*
- All floor mats must be **coded** and **labeled**.