

## Packing Checklist

Client Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### Room: Kitchen

What I need to do	Numbers of boxes needed & Size	Done
Empty closets		
Empty cupboards		
Clear Shelves		
Pack Dishes, glasses, utensils		
Pack electronic items (phone, clocks, timers)		
Pack small appliances, light fixtures		
Pack canned goods, refrigerated items		
Pack window blinds, decorations		
<b>Large items not boxed-dishwasher, refrigerator, stove</b>		

### Room: Dining Room

What I need to do	Numbers of boxes needed & Size	Do ne
Pack light fixtures, table lamps		
Pack centerpiece		
Pack window blinds, decorations		
Pack telephone		
<b>Large items not boxed-table, chairs, furniture</b>		



**Room: Bathroom**

<b>What I need to do</b>	<b>Numbers</b> of boxes needed & Size	<b>Do ne</b>
Pack linens, towels		
Pack shower curtain		
Pack drawer contents		
Pack toiletries		
<b>Large items not boxed-1-pc shelving unit, hamper</b>		

**Room: Living Room/Family Room**

<b>What I need to do</b>	<b>Numbers</b> of boxes needed & Size	<b>Do ne</b>
Pack television, VCR, stereo equipment		
Pack videotapes, CDs, albums, cassettes, etc.		
Pack table lamps, light fixtures		
Pack collectibles, books, statues		
Pack paintings		
Pack window blinds, decorations		
Pack telephone, answering machine		
<b>Large items not boxed-couch, loveseat, chairs, tables, wall unit, tv, floor lamp, bookcases</b>		

**Room: Master Bedroom**

<b>What I need to do</b>	<b>Box Numbers</b>	<b>Do ne</b>
Pack collectibles, books, statues		
Empty closets		
Pack Clothes - HIS		
Pack clothes - HERS		
Pack pillows, comforter		
Pack telephone, table lamps		
Pack hanging artwork		
<b>Large items not boxed-bed, headboard, nightstands, floor lamps, fixtures, dresser, tables, chairs</b>		

**Room: Children's Bedroom**

<b>What I need to do</b>	<b>Numbers of boxes needed &amp; Size</b>	<b>Do ne</b>
Empty closets		
Pack clothes		
Pack hanging artwork		
Pack books, artwork, desk lamp		
Pack toys		
Pack pillows, comforter		
<b>Large items not boxed-bed, headboard, nightstand, floor lamps, fixtures, dresser, desk, toy chest, chairs</b>		

**Room: Office/Den**

<b>What I need to do</b>	<b>Numbers</b> of boxes needed & Size	<b>Do ne</b>
Pack books, papers		
Pack computer equipment		
Pack computer accessories		
Pack office accessories, desk papers, files		
Pack telephone, answering machine		
<b>Large items not boxed-desk, chairs, file cabinets, bookcases, extra bed, floor lamp</b>		

**Room: Garage**

<b>What I need to do</b>	<b>Numbers</b> of boxes needed & Size	<b>Do ne</b>
Pack tools, small toolboxes		
Pack small garden tools		
<b>Large items not boxed-workbench, toolboxes, mower, large tools</b>		