

# THE AAAAA RENT-A-SPACE MOVING BOOK

*YOUR PERSONAL GUIDE  
TO AN ORGANIZED,  
HASSLE FREE MOVE*



*Serving Our Communities For Over 37 Years*

WWW.5ASPACE.COM

1-800-5A-SPACE

IN CALIFORNIA 1(800) 527-7223

1-888-84-SPACE

IN HAWAII 1(888) 847-7223

*Would you like Freedom from your  
Stuff?*

*Store it all at 5A Rent-A-Space!*

FOSTER CITY (650) 341-2964

MORAGA (925) 631-7000

LAHAINA (808) 669-5200



# TABLE OF CONTENTS

<b>CONTACT INFORMATION</b> .....	1
New Neighborhood Info.....	3
Moving Checklist.....	4
Maps To 5A Storage Locations.....	5
5A Benefits & 40 Reasons to choose 5A.....	6

<b>GOOD PACKING IS ESSENTIAL FOR A GOOD MOVE</b> .....	8
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<b>BEFORE YOU BEGIN...</b>	
Consider your packing responsibilities.....	8
Loss and damage protection.....	9
Full value coverage.....	9
Depreciated coverage.....	9
Released rate liability.....	9
If no plan is chosen.....	9

<b>PLAN AHEAD</b> .....	10
Packing it yourself.....	10
Not Recommended for moving.....	11
Ready, set, pack!.....	12
Good packing ideas.....	12
Checklist for the basics.....	13
For moving day.....	14

<b>HOW TO PACK</b> .....	14
China, glassware & silverware.....	14
Flat China & glassware.....	15
Bowls & odd shaped items.....	15
Cups.....	16
Silver.....	16
Figurines, ornaments, and other fragile & delicate items.....	16
Artificial flowers.....	17
Lamp bases & shades.....	17
Glass tops, marble slabs, mirrors, paintings, statues & vases.....	17



Books.....	18
Photographs.....	18
Compact discs, tapes & records.....	18
Clothing.....	19
Linens & bedding.....	19
Draperies & curtains.....	19
Rugs.....	20
Major & small appliances.....	20
Tools.....	20
Outdoor equipment.....	21
Food.....	21

<b>TAKE THE \$100 CHALLENGE</b> .....	22
7-Point Customer Checklist.....	23
Packing supplies price list.....	25
Packing supplies order form.....	26
Change of Address Forms.....	28 - 29
Note Paper.....	30 - 33
<b>QUICK PACKING TIPS</b> .....	34

# NEW NEIGHBORHOOD INFO

NEW ADDRESS

NEW PHONE #

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NEW FAX #

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## CHILDREN'S NEW SCHOOL ADDRESS & PHONE

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POLICE DEPT.

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FIRE DEPT.

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LOCAL HOSPITAL

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CHAMBER OF COMMERCE

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CITY HALL

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DMV

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# MOVING CHECKLIST

## DID YOU CANCEL YOUR...

- Newspaper Subscription
- Any Home Deliveries

## DID YOU TRANSFER OR SHUT OFF YOUR...

- Gas
- Electricity
- Cable
- Internet Service
- Telephone
- Water
- Sewer
- Trash Pickup Service

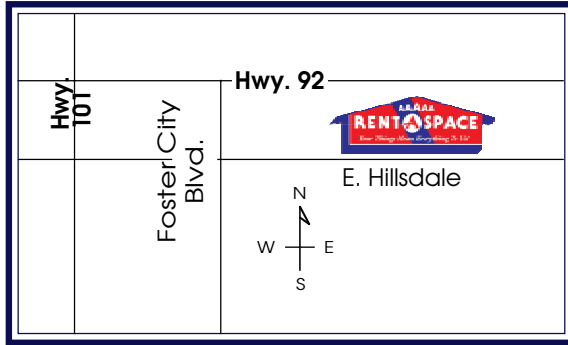
## DID YOU FILL OUT A CHANGE OF ADDRESS FOR...

- The post office
- Your credit card company
- The DMV
- Your bank
- Your doctor & dentist
- Your child's school [see **Did You...** below]
- Your veterinarian
- Your magazine subscriptions
- Your friends and family
- 5A Rent-A-Space

## DID YOU...

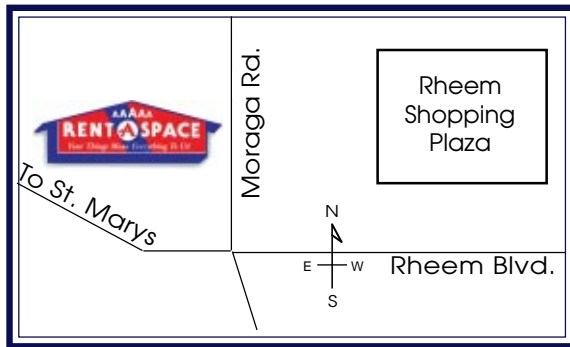
- Notify the neighbors
- Transfer your child's school records to the new school
- Buy packing supplies [5A will ship supplies directly to you. See pages 24 & 25 for a list of our packing supplies !]
- Get new numbers for your fax, phone, ISP & cell phone

# CALIFORNIA LOCATIONS



**FOSTER CITY 650 - 341-2964**

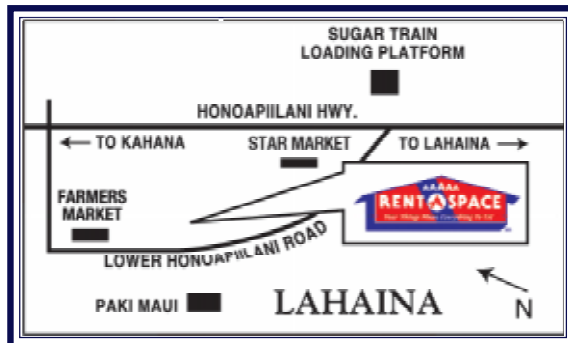
1221 East Hillsdale Blvd.



**MORAGA 925 - 631-7000**

455 Moraga Road, Suite F

# HAWAIIAN LOCATION



**LAHAINA 808 - 669-5200**

3600 Lower Honoapiilani Road

MAPS TO 5A LOCATIONS

# HISTORY & BENEFITS OF 5A

AAAAA Rent-A-Space has been in the storage business for over 37 years with 2 storage facilities in the Bay Area, and one in the Hawaiian islands. We pride ourselves in giving back to each community where we have a business location.



Self-storage at 5A allows you to store possessions or business materials off-site, making homes and businesses less cluttered and more efficient. Storage in the “New Millennium” has become our cost effective silent business partner and invisible household assistant.



## 40 REASONS TO CHOOSE 5A

- 1) Only 5A has the “\$100 CHALLENGE” <sup>(1)</sup> [see page 22 for details].
- 2) 5A has 3 convenient ways to pay: with a swipe of your credit card at the gate and 24/7 on-line, or at our ARM automated kiosk.
- 3.) 5A has 3 convenient locations in East Bay, Peninsula and Maui, Hawaii.
- 4.) FREE \$5 Starbucks card just for taking a tour of our facilities.
- 5.) Receive a \$25 Gas Card with our customer referral awards program.
- 6.) FREE packing and moving starter kit with boxes <sup>(4)</sup>
- 7.) FREE moving instructional booklet with packing tips.
- 8.) FREE space estimator helps you know how much space you need.
- 9.) We offer loading and unloading assistance <sup>(3)</sup>
- 10.) Insurance policies available for your stored goods.
- 11.) We have a Seven Point Customer Service Guarantee.
- 12.) Convenient Internet e-mail reservation system.
- 13.) Over 30 different sizes at each 5A location, pack well and use all your cubic feet: pay only for what you need.
- 14.) Units freshly cleaned and deodorized.
- 15.) We prep our units to protect them from vermin & pests.
- 16.) Managers live on-site and sites are staffed every open hour. Some one is always there to help you.
- 17.) After hours service is available by appointment <sup>(2)</sup>

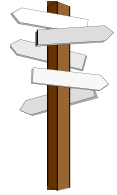
*Benefits continued on next page*

- 18.) For your security we have video camera surveillance and intercoms at each of our sites.
- 19.) For your protection we photograph and thumb print every customer for positive identification purposes.
- 20.) Our electronic ED entry gates track all entries and exits.
- 21.) Your one-stop shop for packing supplies, boxes, locks and moving supplies.
- 22.) You lock it, it's your lock, so you keep the key.
- 23.) We have UPS and FedEx services available to assist you in receiving your business products.
- 24.) Our convenient fork lift or powered pallet jack services for loading and unloading heavy items, can assist your business with deliveries.
- 25.) Our locations in the East Bay, Peninsula and West Maui are great for distributors and multi-outlet businesses.
- 26.) Invoicing for your home or business is available by mail or better yet, by e-mail <sup>(5)</sup>
- 27.) Storage at 5A assists your business with inventory control - for industry, retail and manufacturing.
- 28.) 5A provides you with off-site archival storage for tax, insurance and files storage for documents.
- 29.) 3rd party software is available to conveniently manage your document or inventory storage.
- 30.) We can auction your unneeded or unwanted items <sup>(6)</sup>
- 31.) Credit cards and logo ATM cards always welcome.
- 32.) Your automatic monthly credit card payment saves you time, hassle and postage.
- 33.) 5A Rent-A-Space has been in the storage business for over 37 years.
- 34.) The pleasant, positive attitude of our staff makes a big difference when choosing a storage facility.
- 35.) We stand behind our motto... "Your Things Mean Everything To Us!" We are grateful for our customers, without them we would have no business.
- 36.) We regularly give back to the communities where we have a storage facility through charitable donations to over 200 organizations.
- 37.) Each 5A facility has a "Kiddie Korner" with games and things to keep your child entertained while you rent a unit or make your payment.
- 38.) 5A Rent-A-Space gift certificates are available.
- 39.) We will match any other storage company's price within a 3 mile radius. Simply bring us a bonafide offer on their Co. letterhead, price list or business card. We will call to verify and give you their price on the same sized unit.\*
- 40.) At 5A, "Customer Care" means Creating A Remarkable Experience! You are very important to us!

\* These offers may change without notice at the discretion of company owners. (1) Our \$100 Challenge: If you can find another storage company and prove that they have more than 42 customer benefits, we will award you \$100. (2) After hours access must have a 48 hour advance notice and an appointment with authorized personnel. Limit of access is one hour and surcharge may apply. (3) Loading or unloading assistance is limited to 15 minutes. (4) When a unit of over \$100 per month is rented, the free gift is a "Pack 'n Store" kit plus 3 boxes. When a unit of under \$100 a month is rented, the free gift is a "Starter Kit" of 3 boxes. (5) Requests for personal or business invoicing honored with \$1 processing fee for mailing, and are at no charge for e-mail. (6) 5A keeps 20% of the sale price for handling and paperwork fees, you receive the rest.

## **GOOD PACKING IS ESSENTIAL FOR A GOOD MOVE.**

If you choose to do your own packing in preparation for your relocation, it's especially important that you familiarize yourself with the techniques that will best protect your possessions.



If your shipment includes delicate china, crystal, family heirlooms or other items that need special attention, discuss professional packing services with a moving company agent. He or she will be glad to explain costs, materials and even unpacking services available at your new home.

You can depend on our 5A storage professionals for knowledge and experience in helping you prepare for your move. He or she will be happy to assist you by answering your questions and by working closely with you to make your relocation as effortless as possible.

### **BEFORE YOU BEGIN... *CONSIDER YOUR PACKING RESPONSIBILITIES***

If you decide to do the packing yourself, you automatically assume the majority of responsibility for your move's success, including being properly packed and ready for loading when the moving truck arrives. Ideally, all packing should be completed the evening before moving day. Only the things you'll need that night and the next morning should be left for last minute packing. Keep these last minute packages in your vehicle as you travel to your new place.

In addition, if you are using a moving company, your self-packing will be expected to meet specific standards. This means complying with the principles of good packing as outlined in this booklet, as well as following the suggestions for items that should not be included in your shipment.

If you are using a moving company, prior to loading the van, moving company personnel will inspect the cartons you have packed. If it is their opinion that items are improperly packed or cartons are susceptible to damage, the company may refuse to load the cartons until the questionable items are repacked by the moving company or removed from the shipment. There is, of course, a charge for any packing services performed by a moving company.

## LOSS AND DAMAGE PROTECTION

You may choose from your moving company's Full-Value Coverage or Released Rate Liability. The option you select determines your moving company's maximum amount of liability to you. Valuation is not insurance; it is a tariff level of motor carrier liability. How much protection you have and its cost to you depends on the option you choose.

### *Full-Value Coverage*

With Full-Value Coverage, if articles are lost or damaged while in your moving company's care, your moving company will choose either to have your goods repaired or replaced, or award a cash settlement for the current market replacement value of goods, regardless of their age. Unlike other options, depreciation is not a factor in determining replacement value. Full-value and deductible options are available in increments to fit your needs.

### *Depreciated Coverage*

The Depreciated Coverage program considers depreciation in the settlement of claims, with claims settled by repairing damaged items or making a cash settlement at a depreciated value.

### *Released Rate Liability*

This **no-additional cost plan** provides the minimum tariff level of carrier liability for your shipment. Loss or damage claims will be repaired or settled based on the pound weight of the damaged or lost item multiplied by a dollar amount determined by the carrier.

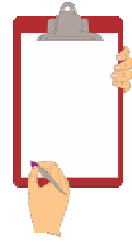
### *If No Plan Is Chosen...*

**You** must select the valuation option and write your choice on the Bill of Lading in your own handwriting. If the Bill of Lading is not completed, your shipment will be considered released as Declared Valuation. A Declared Valuation charge will be added to your moving cost, and claims will be settled taking depreciation into account.

For a complete description of the Full-Value or Depreciated Coverage programs, or if you have any questions about valuation coverage, please ask

your moving company's agent.

## PLAN AHEAD



Normally, several packers from a moving company can complete packing for an average move on the day before the goods are to be placed in the van. "Pack-it-yourself" should allow more time; several weeks, if possible. Since it's unlikely you'll be able to drop everything to devote an entire day to packing, plan to work at it between your other pre-move activities.

### *Packing it yourself*

Preparing a convenient place to work and keeping your packing materials in one location is important in completing the packing job by moving day. If there's a spare room available, consider making it your packing headquarters.

A large table covered with a heavy blanket, quilt or mattress pad makes a good, firm work surface. It is helpful to have a second covered table nearby for soon to be packed items.

*Gather together everything you'll need:*

- Various sizes of sturdy cartons with flaps that can be closed completely and taped.
- White paper, tissue paper, paper towels or newsprint (un-printed newspaper cut into 20" x 30" sheets) good for all purpose wrapping and cushioning.
- Newspapers for cushioning or use as outer wrapping only.

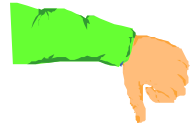
**Note:** No matter how old the newspaper, the ink always rubs off and even can become embedded in fine china if used for wrapping.

When using newspaper, wash your hands frequently to prevent leaving ink smudges on items you handle. Although ink smudges can be washed off some items, it's better not to take a chance.

- Gummed tape for sealing packed cartons.
- Scissors and/or box knife.
- Felt tip marker for labeling cartons
- Notebook and pen for listing contents of cartons as they are packed.

- Labels or stickers.

You may purchase your packing & moving supplies from 5A Rent-A-Space (see pages 24 &25). There is a shipping charge if the packing materials are delivered to your home.



### *Not recommended for Moving Van*

It's best to make other arrangements for the transfer of certain negotiable items or articles of extraordinary value-or, take them with you. If you decide to include such items in your shipment, be sure to list them on the High-Value Inventory form that will be provided by your moving company representative.

- |   |   |
|---|---|
| <input type="checkbox"/> Cash                                       | <input type="checkbox"/> Furs               |
| <input type="checkbox"/> Deeds, wills or other such valuable papers | <input type="checkbox"/> Securities         |
| <input type="checkbox"/> Documents pertaining to the move           | <input type="checkbox"/> Family photographs |
| <input type="checkbox"/> Stamp or coin collections                  | <input type="checkbox"/> Valuable jewelry   |
|   | <input type="checkbox"/> Art                |

To guard against damage that can be caused by combustion, leakage or explosion, please do not pack these items to move. Check with your Fire department on proper ways to transport any of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Chemical, such as those for darkrooms                     | <input type="checkbox"/> Aerosol cans     |
| <input type="checkbox"/> Chemistry sets  | <input type="checkbox"/> Ammunition       |
| <input type="checkbox"/> Cleaning fluids   | <input type="checkbox"/> Batteries        |
| <input type="checkbox"/> Fertilizers with ammonium nitrate                         | <input type="checkbox"/> Bleach           |
| <input type="checkbox"/> Fire extinguishers  | <input type="checkbox"/> Furniture polish |
| <input type="checkbox"/> Fireworks   | <input type="checkbox"/> Gasoline         |
| <input type="checkbox"/> Flammable goods   | <input type="checkbox"/> Kerosene         |
| <input type="checkbox"/> Flares  | <input type="checkbox"/> Lighter fluid    |
| <input type="checkbox"/> Tanks of compressed gas, such as for gas grills or diving | <input type="checkbox"/> Matches          |
|  | <input type="checkbox"/> Oil-Based paints |
|  | <input type="checkbox"/> Starter Fuel     |

**Note:** Empty scuba tanks with the valves removed may be transported. If it is absolutely essential to pack a liquid, such as a medical prescription, the lid or cap should be fastened tightly and taped shut. The container should be placed in a tightly sealed plastic bag.

During hot weather, consider these options for heat sensitive items: taking them with you, selling or giving them away before moving, or sending them by air freight to reduce transit time.

### **READY, SET, PACK!**



### ***Good Packing Ideas***

- Limiting carton weight, when possible, to maximum of 50 pounds, to make handling easier.
- Wrapping items carefully.
- Providing plenty of cushioning to absorb shock.
- Making sure cartons are firmly packed and do not rattle, bulge outward or bend inward.
- Not mixing items from different rooms in the same carton, when possible.

## *Checklist of the Basics*



- Start with out of season items. Next pack things used infrequently. Lastly, pack the things you'll need up until moving day.
- Empty drawers of breakables, spillables, items not recommended for inclusion in your shipment and anything that would puncture or damage other items. However, blankets, sweaters, lingerie, bath towels and similar soft, lightweight goods may be left in drawers.
- Keep all parts or pairs of things together. For example, curtain rod hangers, mirror bolts and other small hardware items should be placed in plastic or cloth bags (which can be purchased) and taped or tied securely to the article to which they belong.
- Wind electrical cords, fastening them so they do not tangle, or secure with rubber bands. Also, label electrical cords with corresponding identifiers for easy reconnecting.
- Wrap items individually in clean paper; use tissue paper, paper towels or even facial tissue for fine china, crystal and delicate items. Colored wrapping paper draws attention to very small things. Use a double layer of newspaper for a good outer wrapping.
- Place a two or three inch layer of crushed paper in the bottom of a carton for cushioning.
- Build up in layers, with heaviest things on the bottom, medium weight next and lightest on top.
- As each layer is completed, fill in empty spaces firmly with crushed paper and add more crushed paper to make a level base for the next layer, or use sheets of cardboard cut from cartons as dividers.
- Cushion well with crushed paper towels; towels and lightweight blankets also may be used for padding and cushioning. The more fragile the item, the more cushioning needed. Be sure no sharp points, edges or rims are left uncovered.
- Pack small, fragile, individually wrapped items separately or a few together in small boxes, cushioning with crushed or shredded paper. Place small boxes in a single larger box, filling in spaces with crushed paper.
- Avoid overloading cartons, but strive for a firm pack that will prevent items from shifting; the cover should close easily without force, but should not bend inward.

- Seal cartons tightly with tape, except for those containing items listed on your moving company's High Value Inventory form. These must be opened for the van operator's inspection.

As you finish with each carton, list the contents on the side of the carton (for easy viewing while cartons are stacked) and in a special notebook (see pages 34-37). You might want to number and/or code the cartons as well.

Indicate your name and the room to which each carton should be delivered to at your destination. Tape a sign on the door of each room at the destination corresponding to the carton labels so movers can get the cartons into the proper rooms quickly. Put a special mark on cartons you want to unpack first at your destination.

### *For Moving Day*

You will find it helpful to reserve a carton or suitcase for last minute items to be packed on moving day. Include such necessities as:

- Soap
- Towels
- Toiletries
- Facial and toilet tissue

The same carton can serve as an instant aid box for things you will need immediately upon arrival at your new home, such as:

- First aid kit
- Instant soup
- Paper plates and cups
- Powdered milk/creamer
- Screwdriver and hammer
- Small pan for heating water, electric coffee pot
- Coffee/tea or Instant
- Light bulbs
- Bottled water
- Plastic eating utensils
- Sugar
- Snacks



### **HOW TO PACK** *China, Glassware & Silverware*

Moving company packers use a dish pack, an exceptionally sturdy corrugated carton with double wall construction for china, glassware and other fragile items less than 18 inches in size. Unless cartons of similar strength and construction are available, you might want to purchase several dish

packs from 5A Rent-A-Space (see pages 24 &25). Cell Kits, which have styro-foam covers, are also available and can be used in place of paper for dishes and glasses.

Wrap all pieces of china and glassware individually in clean paper. Using several sheets of paper, start from the corner, wrapping diagonally and continuously tucking in overlapping edges. A double layer of newspaper serves well as an outer wrapping. A generous amount of paper padding and cushioning is required for all china and glassware. Label cartons “FRAGILE-THIS SIDE UP.”

### *Flat China & Glassware*

- ❑ Larger china and glass plates, platters and other flat pieces are excellent as the lowest layer in the dish pack.
- ❑ Place cushioning materials in the bottom of a carton. Wrap each piece individually; then wrap up to three in a bundle with a double layer of newspaper. Place Cell Kit covers in between bundled items in the carton, in rows on edge, for extra protection.
- ❑ Surround each bundle with crushed paper, being careful to leave no unfilled spaces. Add two or three inches of crushed paper on top of the bundles to protect rims and make a level base for the next tier. Horizontal cardboard dividers can be helpful in keeping layers level and protect the dishes in the level below.
- ❑ Smaller plates, saucers and shallow bowls could make up a second layer. Wrap and pack in the same way as larger items.

### *Bowls & Odd-Shaped Items*

- ❑ Depending on their weight, these might be used either as the bottom or middle layers. Wrap the same way as flat plates.
- ❑ Stand shallow bowls (soup bowls, etc.) on edge in the carton and deep ones (such as mixing bowls), each wrapped well and nested two or three together, upside down on their rims.
- ❑ Wrap sugar bowl lids in tissue, turning them upside down on top of the bowl. Then, wrap both together in clean paper, followed by an outer double layer of newspaper. Wrap cream pitchers in clean paper and then a double outer wrapping. Place sugar bowls, cream pitchers sauce containers and similar pieces upright in the carton. Complete the layers as for plates. *Note: Sugar and all food products must be emptied from bowls before packing.*

## *Cups*

- ❑ Even when using a dish pack and mini cells for china, wrap cups individually, protecting handles with an extra layer of paper. Then, pack cups upside down.
- ❑ If not using a dish pack or cells, wrap cups as previously described in a double layer of paper. Place cups upside down on an upper layer, with all handles facing the same direction.
- ❑ Complete the layer as for plates.

## *Silver*

- ❑ Because air causes silver to tarnish, all silver pieces should be enclosed completely in clean tissue paper or plastic wrap. Hollowware-including bowls, tea sets and serving dishes should be wrapped as carefully as you do your other fragile items and packed like china.
- ❑ Loose flat ware may be wrapped either individually or in a set, and in clear plastic or tissue.  
If silverware is in a chest, you still might want to wrap the pieces individually and reposition them in the chest. Or, fill in all empty spaces in the chest with tissue paper or paper towels. Wrap the chest with a large bath towel.

## *Figurines, Bric-A-Brac & Other Delicate Items*

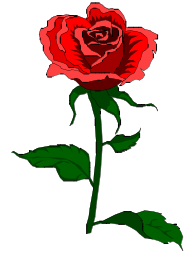
- ❑ Wrap each item first in tissue paper, paper towels or facial tissue. Then, wrap carefully in newsprint that has been crushed and flattened out. Be sure the items are well-protected with plenty of cushioning.
- ❑ Small mirrors, plaques and pictures should be wrapped individually in tissue paper. A bath towel, or a small blanket makes an excellent outer wrapping and padding for glass. Special flat boxes can be purchased for mirrors, pictures and artwork.

## *Fragile Items*

- ❑ Many moving companies suggest using a material called bubble wrap (plastic with air pocket bubbles) for exceptionally fragile items. If an item is extremely valuable as well as delicate, it might be wise to have it packed for you by your mover. Special materials might be needed for maximum protection. You may purchase bubble wrap at 5A-Rent-A-Space (see pages 24 &25).

## *Artificial Flowers*

- ❑ An arrangement of artificial flowers should be packed in its own carton. Wrap carefully in plastic wrap, tissue paper or paper towels. If possible, fasten the base of the floral piece to the bottom of a carton. Label the carton “FRAGILE-THIS SIDE UP.”
- ❑ For instructions on moving live plants, ask for a copy of your moving company’s booklet “Moving With House Plants.”



## *Lamp Bases*

After removing the light bulb and lamp harp, wrap the base, harp and bulb separately in newsprint. (Use paper pads for large lamps.) Place them together in a carton, filling spaces with crushed paper. Often, more than one well-cushioned lamp may be packed in a large carton.

## *Lamp Shades*

- ❑ Never wrap lamp shades in newspaper. Carefully wrap each shade in three or four sheets of tissue paper, a pillowcase or a large lightweight towel.
- ❑ To allow for movement, use a sturdy carton at least two inches larger all around than the largest shade. Line it with clean paper, using crushed paper under the lamp shade to create a protective layer, but not around the shade. A small shade can be nested inside a large one, if you are sure they will not touch. Only one silk shade should be placed in a carton to avoid stretching the silk.
- ❑ Do not pack other items with shades. Label cartons “LAMP SHADES-FRAGILE.”
- ❑ It is best to have professionals crate large Tiffany-type or other glass lamp shades or chandeliers.

## *Glass Table Tops, Marble Slabs, Large Mirrors, Paintings, Statues and Large Vases*

- ❑ All of these items are easily damaged. Glass might shatter, and marble slabs can crack at veins. Paper never should be permitted to touch the surface of an oil painting.

- ❑ It's best to consult with your moving company about custom-made cartons and crates for items of this kind.

### ***Books***

- ❑ Pack them either flat or with the spine touching the bottom of the carton. **Do not pack with spine facing up**, as glue can break away from the binder. Pack books of the same general size together.
- ❑ Expensively bound volumes or those of special sentimental value should be individually wrapped before packing.
- ❑ Because books are heavy, pack only a few at a time and be sure to use small cartons.



### ***Photographs***

- ❑ Family photographs, videos, slides and negatives should be packed in separate cartons rather than being combined with other household items.
- ❑ Protect framed photos with padding and cushioning, standing them on edge in a carton. Label cartons clearly for easy identifications and mark them "FRAGILE".
- ❑ If possible, carry irreplaceable items with you to your destination.

### ***Compact Discs, Tapes & Records***

- ❑ Remove these items from the stereo or storage cabinet. Keep in mind records are heavy and should be packed in small cartons on edge.
- ❑ If records are not in jackets, wrap individually in tissue paper or plastic wrap to protect them from being scratched.
- ❑ Wrap individually and stand compact discs and records on edge, **never flat**, on a layer of crushed paper. Support at both ends with a large, hardcover book or several pieces of cardboard cut to fit. Top with another layer of crushed paper. Identify contents on the outside of the box and mark "FRAGILE."
- ❑ Cassette tapes should be placed in the protective plastic box in which they came, if possible, and then wrapped individually in crumpled paper. Placed individual tapes either vertically or horizontally on a couple of layers of crushed paper.

*(Continued on next page)*

## *Clothing*

- ❑ Clothing left on hangers and placed in wardrobe cartons used by moving companies will arrive at your destination clean and wrinkle free. You might want to purchase several of these special cartons from 5A Rent-A-Space (see pages 24 & 25). One will hold about two feet of compressed clothing on hangers.
- ❑ If wardrobe cartons are not used, each garment should be removed from its hanger, folded and placed in a suitcase or a carton lined with clean paper. Some lightweight clothing—such as lingerie and sweaters—may be left in bureau drawers.
- ❑ Hats may be left in hat boxes and placed in a large carton. Or, stuff the crown of each hat with crumpled tissue paper; wrap tissue loosely around the outside and place in a carton lined with clean paper, with the heavier hats on the bottom. Don't pack anything else with hats. Label the carton "FRAGILE."
- ❑ Footwear may be left in shoe boxes and placed in a large carton. Or, wrap each shoe individually and then in pairs. Footwear should be cushioned to avoid damage to heels or ornaments. Don't pack heavy items on top of shoes.
- ❑ If you have furs, it is recommended that you bring them with you rather than have them moved by a moving company.

## *Linens & Bedding*

- ❑ Blankets, sheets, tablecloths, towels, pillowcases and other linens may be protected by a large plastic bag and packed in a carton that has been lined with clean paper. Or the new "space saver bags" with the air removed using the vacuum nozzle, to save space.
- ❑ Wrap your most prized linens in tissue. Also, linens and bedding are good for cushioning or padding many types of fragile items.
- ❑ Special mattress cartons, or covers, can be purchased in various sizes from 5A Rent-A-Space. Pillows may be placed in bureau drawers packed in cartons, or space saver bags (see pages 24 & 25).
- ❑ 5A Rent-A-Space has plastic covers for many sizes of couches, chairs and living room furniture.

## *Draperies & Curtains*

- ❑ Clothing wardrobes cartons are ideal for moving curtains and draperies. Fold them lengthwise, place over a padded hanger, pin securely and hang in the wardrobe.

- Draperies and curtains also may be folded and packed in cartons lined with clean paper or plastic wrap.

### *Rugs*

It is suggested that you have your rugs cleaned before the move. Once they've been returned from the cleaners, leave them rolled. All rugs should be rolled and tied securely to move.



### *Major Appliances*

Pre-move preparation is required for many major appliances. Be sure to discuss this with an appliance dealer. The following information on “Appliances” should be helpful.

- Larger appliances need to be cleaned, the doors and ovens securely taped shut, and the electrical cords taped to them before moving them into a moving truck.

### *Small Appliances & Electronics*

- Items such as clocks, small radios and other small kitchen appliances should be wrapped individually and packed in a carton cushioned with crushed paper or bubble wrap. Make sure cords are wrapped so as not to scratch or otherwise damage items.
- Steam irons should be emptied of all water, wrapped and placed in a cushioned bottom of a box. Remove all batteries from small appliances before packing

### *Tools*

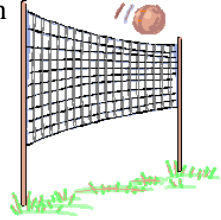
- Long-handled garden tools, as well as brooms and mops, should be bundled together securely. Attachments should be removed from power tools and packed separately.
- Hand tools may be left in tool boxes and the spaces filled with crushed



paper, then may be packed according to general packing rules. Always use small cartons because tools are usually heavy.

### *Outdoor Equipment*

- ❑ Before moving day, dismantle children’s swing set, TV antennas and garden shed. Gather pieces and bundle together with nylon cord. Place small hardware in a cloth bag and securely attach to corresponding equipment.
- ❑ Prepare lawn mower by draining gasoline prior to the day of loading. Clean blades, dismantle handle if possible. Secure bolts and connections as listed above,
- ❑ Prepare patio equipment for moving the same as for swing sets. For Bar-B-Ques, clean thoroughly, wrap pieces separately, box parts if possible, label boxes.



### *Food*

- ❑ Take only food items you are sure will travel well. Do not take anything perishable if you’re traveling to a cold climate, in the winter months, do not take anything that may be damaged by freezing.
- ❑ Open boxes, or dried or powdered foods such as rice, macaroni and cereals, should be sealed with tape. Small containers of herbs and spices, condiments, bouillon cubes, gelatin, flavorings, etc. should be placed together in a small box, and wrapped separately before packing in a large carton. Cover holes of shaker-type containers and seal with tape.
- ❑ Since canned goods are heavy, the amount placed in one carton should be limited.



# TAKE 5A's \$100.00 STORAGE BENEFITS CHALLENGE!

**IF YOU FIND AN EASIER, MORE CONVENIENT AND  
HASSLE FREE WAY TO STORE YOUR BELONGINGS,  
WE'LL PAY YOU \$100.<sup>00</sup>**

5A HAS A LIST 40 ITEMS LONG, OF BENEFITS TO MAKE YOUR STORAGE EXPERIENCE A POSITIVE ONE. WE CHALLENGE YOU TO FIND A STORAGE COMPANY WITHIN A 3 MILE RADIUS WITH A LONGER LIST. WE'RE BETTING THAT NO ONE PROVIDES YOU WITH A BETTER STORAGE EXPERIENCE, AND WE PUT OUR MONEY WHERE OUR

## CRITERIA:

Anyone 18 years or older can compare any competing storage businesses benefits list to 5A's, only one challenge per household. The competing storage businesses must provide the same benefits as the list, 1-40 on pages 6 & 7, plus one additional benefit that 5A does not provide, to receive \$100 in the challenge.

This offer is good only in comparison with other storage facilities within a 3 mile radius of 5A present locations.

The comparison must be made with a storage competitor of 5A who has a current yellow page display ad in the local AT & T tele-



## 7-Point Customer Checklist

*When you're ready to move in, we want to make sure we have completed the following checklist for your storage space.*

- Space swept and clean.
- Space freshly painted.
- Door operates properly.
- Room deodorizer installed. (Discourages moths, insects, and odors.)
- Rodent repellent placed in unit.
- You may have a free pallet, just ask us.
- Please let us know any additional areas where we can be of service to you. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Sincerely,  
The Managers and Staff  
AAAAA RENT-A-SPACE*



# *AAAAA Rent-A-Space Packing & Moving Supplies Price List*

Item Name	Item Code	Price w/ tax
2.) Box Dish Pack (Lg)	BDP	6.00
3.) Box Electronic 2.0	BE	6.86
4.) Box File Carton	BFC	2.78
5.) Box File Carton Lid	BFL	1.05
6.) Box Large 6.1	BLGX	5.52
7.) Box Med/Large 4.5	BL	4.22
8.) Box Medium 3.0	BM	3.27
9.) Box Mini Eze Dish	BED	3.32
10.) Box Mirror Pack 4"	BMP	4.82
11.) Box Small 1.5	BS	1.89
13.) Bubble Wrap Large 12x20	BWLG	7.38
14.) Bubble Wrap Small 12x30	BWSM	5.98
15.) Cel Kit Cust Dish 6pc/1.5	CKCD	12.04
16.) Cel Kit Cust Glass 12pc 1.5	CKCG	10.57
17.) Cell Kit Dish Pack Lg 14	CKDPLG	12.54
21.) Cover Mattress Full	CFM	5.25
22.) Cover Mattress King	CKM	7.00
23.) Cover Mattress Queen	CQM	5.79
24.) Cover Sofa	CS	4.68
25.) Cover Mattress Twin	CTM	4.08
26.) Damp Check	DC	5.92
27.) Damp Check Refills	DCR	2.67
28.) Lock Disc	LD	10.82
29.) Lock Chateau Large 2"	LCLG	7.56
30.) Lock Chateau Medium	LCM	6.47
31.) Pen Black Marker	PBM	1.62

# ***AAAAA Rent-A-Space Packing & Moving Supplies Price List cont.***

Item Name	Item Code	Price w/ tax
32.) Paper Pack 10 pound	PP	13.21
33.) Rope Sisal 50'	RS	4.82
34.) Rope White 50'	RW	3.77
35.) Rope Poly Yellow 50'	RPY	4.58
36.) Lamp Box	BL	4.55
37.) Tape Clear Poly	TCP	1.62
38.) Tape Dispenser	TDBP	3.23
39.) Flash Light (2 batteries inc.)	FL2DB	6.47
40.) Tap Light 2 PK	TL	5.39
41.) Twine	TW	3.79
42.) Wardrobe Box - 20 inch	WR20	12.56
43.) Wardrobe Box - 24 inch	WR24	13.50
44.) Wardrobe Hanger Bar 20"	WRHB20	1.68
45.) Wardrobe Hanger Bar 24"	WRHB24	2.00
46.) Lables - Packing	LHM	6.47



***Order your packing  
supplies today!***

You may order on-line at [www.5Aspace.com](http://www.5Aspace.com),  
or call (800) 527-7223

Or fax order form to (510) 889-8827

# AAAAA Order Form

Call (510) 727-1800 to order supplies

Or fax order form to (510) 889-8827!

Item Name	Item Code	Quantity	Price
1.) _____			
2.) _____			
3.) _____			
4.) _____			
5.) _____			
6.) _____			
7.) _____			
8.) _____			
9.) _____			
10.) _____			
11.) _____			
12.) _____			
13.) _____			
14.) _____			
15.) _____			
16.) _____			
17.) _____			
18.) _____			
19.) _____			
20.) _____			
21.) _____			
22.) _____			
23.) _____			
24.) _____			
25.) _____			



If you order over the phone, don't forget your

Name: \_\_\_\_\_ Crd Crd \_\_\_\_\_

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_

*We accept logo ATM cards, you can order on line too  
at [www.5Aspace.com](http://www.5Aspace.com)*

# AAAAA MERCHANDISE SHOP

Send Supplies To:

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Place  
Stamp  
Here!

5A Rent-A-Space

P.O. Box 20385

Castro Valley, CA 94546



# Change of Address Form

*Previous Address as of* \_\_\_\_\_

*date*

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*New Address as of* \_\_\_\_\_

*date*

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*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

If you would like a *Change of Address* form emailed to you, e-mail us at [info@5ASpace.com](mailto:info@5ASpace.com) and write **Change of Address form request** and we'll send you one!

From:

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To:

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Place  
Stamp  
Here!











# PACKING QUICK TIPS

- KEEP IMPORTANT DOCUMENTS HANDY.**
- ALWAYS RESERVE YOUR MOVING VAN AND MOVING EQUIPMENT EARLY.**
- THE VAN SHOULD BE THE SIZE YOU NEED. THE EQUIPMENT YOU NEED MAY INCLUDE A DOLLY, BOXES, PADDING AND LOADING RAMPS.**
- IF YOU HAVE PETS, THEY WILL NEED A TRANSPORT CARRIER.**
- ALWAYS LABEL YOUR BOXES.**
- WHEN MOVING OUT, CHECK THE PLACE ONE FINAL TIME AND MAKE SURE EVERYTHING HAS BEEN PACKED, ALL THE LIGHTS ARE OFF, AND ALL THE WINDOWS AND DOORS ARE CLOSED AND LOCKED.**
- GIVE OLD KEYS BACK TO THE APPROPRIATE PARTY.**
- DON'T FORGET TO MEASURE THE HALLWAYS AND DOORS TO YOUR NEW HOME.**
- MAKE SURE YOU CAN CARRY ALL YOUR THINGS UP MULTIPLE FLIGHTS OF STAIRS IF NECESSARY. YOU MAY WANT TO HIRE SOMEONE TO HELP.**
- FOLLOW THE MOVING TRUCK TO YOUR NEW PLACE AND TELL THEM WHERE YOU WANT CERTAIN BOXES.**
- DID YOU LEAVE A CHANGE OF ADDRESS CARD WITH YOUR OLD POST OFFICE?**

[www.5ASpace.com](http://www.5ASpace.com)



*WE'RE HERE TO ANSWER ALL YOUR MOVING  
AND STORAGE QUESTIONS*

**5A HAS LOCATIONS IN THE EAST BAY  
AND PENINSULA  
IN THE SAN FRANCISCO MARKET,  
AND IN LAHAINA, MAUI IN THE  
HAWAIIAN ISLANDS**

**SINCE WE'RE IN YOUR NEIGHBORHOOD,  
DROP BY ANYTIME, AND DON'T FORGET  
TO ASK FOR YOUR  
FREE GIFT!**

*AAAAA Rent-A-Space has been in the business of helping people  
with storage and guidance for moving for over 37 years.*