WHERE TO LABEL YOUR OFFICE CONTENTS

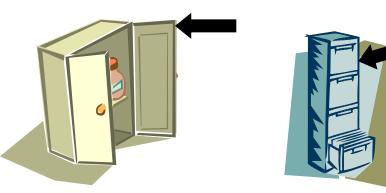


Label all large and small tables and desks on the top surface. Remember to label all of the pieces if the item will be dismantled.

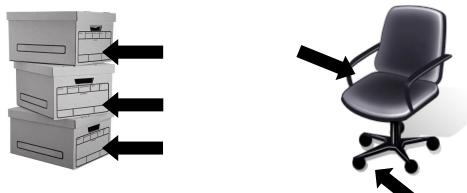


Label all electronics on a smooth non-ridged surface. The labels will not leave any residue on sensitive surfaces. Remember to label your computer bag.





Label all file and storage cabinets on the upper right hand corner.



You may write anything you like on the top of the box but you must place the label on the end. Chairs should be labeled on the arm or the base (not on fabric).