

PACKAGING GUIDE



Delivering your parcel safely and securely is very important. To give us a helping hand, check out these quick tips on how to best package up your parcel for delivery:

Boxes

If your item is fragile or easy to damage, please add extra padding to ensure it remains safe while in transit (it should also be in good condition and be able to withstand impact).



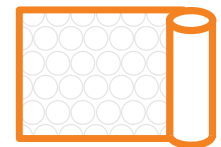
Padded Envelopes

Padded envelopes are perfect for your small items like books and DVDs. If your parcel is a gift or an item that needs extra security, add the padded envelope into a box for maximum protection.



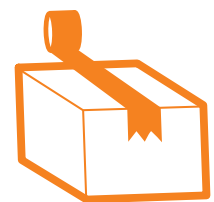
Bubble Wrap

Bubble wrap, packaging chips or shreds are great to help fill empty space and prevent movement. Also try to avoid overloading your box to ensure it doesn't burst.



Packaging Tape

Strong packaging tape or a strapping machine can be used to put the finishing touches on your package. Ensure that no attractive packaging can be seen (if it is a gift for example) and if you are re-using a box, remove all old labels.



Pallet

A pallet is designed to support heavy goods or multiple boxes, provide stability when being lifted by a forklift. Your pallets should be large enough to accommodate the shipment without overhang. Make sure cartons are new and of proper strength to withstand stacking. Stack smaller, lighter items on heavier items, leave no spaces between product. Align boxes in columns, corner to corner, for the greatest stacking strength. The plastic stretch wrap should first be applied around the pallet and continued upward around the load making sure it's tight to prevent shifting.

