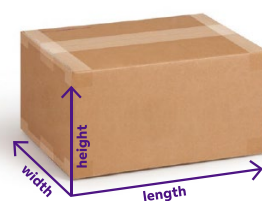


How to pack a shipment



1 Choose a correct packaging box

- ✓ Measure your item's length, width, and height. Choose a box that will fit your item with cushioning surrounding it on all six sides.



- ✓ If you're reusing a shipping box, remove all old labels and make sure it's high quality with no holes, tears, or dents.



For heavier items, use double-walled boxes.



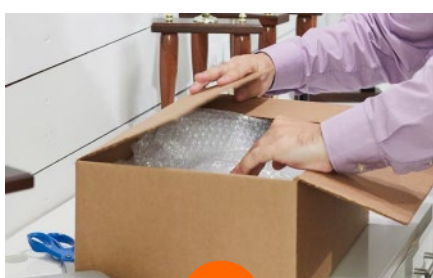
For fragile items, add at least 5-8cm of cushioning, such as air cushioning, padded paper, or foam. Make sure the cushioning surrounds the item on all six sides.



You can also use the box-in-box method for fragile items. Pack the item with 5-8cm of cushioning in a box. Then add another 8cm of cushioning before you pack it in a second larger box.



Remember: When boxes are sold, the dimensions shown are usually the dimensions inside the box. When you ship, you'll have to measure the outside of the box to get rates.



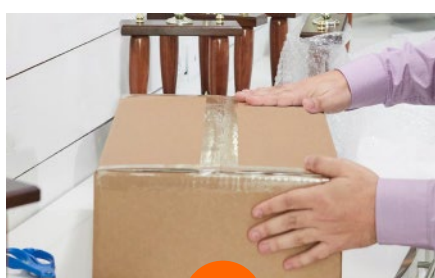
2

Pack your box.

- ✓ Choose cushioning that prevents your item from shifting in the box and protects it from damage.
- ✓ Put a copy of the label inside and write shipper and recipient details on the inner package flap. That way, if the label is lost, the package can still be delivered.
- ✓ Wrap and tape any sharp or protruding edges.



Bind printed material together. And consider bundling multiple items so they don't move around.



3

Use tape to seal it.

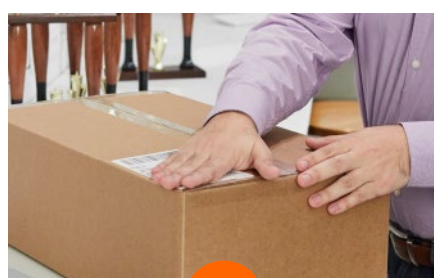
- ✓ Put at least six strips of shipping tape that is at least 5cm wide evenly across all flaps and seams, top and bottom.



Your tape should look like an H when you're done.



Don't use duct or masking tape.



4

Add the label.

- ✓ Add the label or address pouch to the package's largest surface.
- ✓ Apply label/identify shipment as appropriate (including but not limited to shipment security status, heavy items, special services, DG etc.)

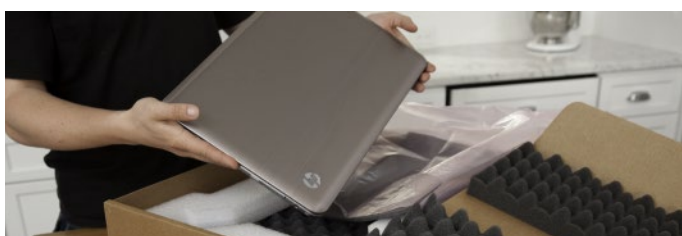


If you're using a pouch, be sure to reseal it after inserting the shipping label.



The label and/or pouch should never be placed over the middle seam or edges of a box. It's a common mistake that can put a shipment at risk for damage.

Specialized Packing Tips



Electronics & Electrical:

LED & Neon sign, Touchscreens, Mobile phones, Computer, Integrated Circuits, Roller blinds, Wall lamp, Floor lamp

- Choose an outer box that is the appropriate size and strength
- Pack the outer box;
- Properly seal and label the box.



Medical

Medical devices & parts, Chemical, Clinical samples

- Secure liquid sample in a watertight inner receptacle
- Apply absorbent material
- Secure liquid sample in a secondary inner receptacle
- Pack liquid sample in outer packaging



Clothing / Textiles:

- **Right-Sized Box:** Choose a box that fits your items snugly.
 - Too Big: Use packing material to prevent shifting.
 - Too Small: Can cause wrinkles or damage.
- **Seal the Bottom:** Use the "H" taping method with at least 3 strips of wide tape (2 inches/5 cm).
- **Plastic Bag** (Optional): Consider placing items in a plastic bag for extra protection.
- **Prevent Movement:** Use bubble wrap or packing peanuts to fill empty spaces.



Art & Jewelry:

Artwork:

- **Box Size:** Measure your artwork's length, width, and height. Add 6 inches (15cm) to each measurement. This is your ideal box size.
- **Professional Packing:** Consider professional packing for valuable artwork.
- **Cushioning:** Use bubble wrap, foam, or packing peanuts to protect your artwork from bumps and movement.
- **Secure the Box:** Use the "H" taping method. Apply at least 3 strips of wide packing tape (2 inches/5cm) to seal the bottom.
- **Prevent Movement:** Ensure the artwork is snug inside the box and won't shift.

Jewelry:

- **Sturdy Packaging:** Use a strong box or case. Avoid envelopes.
- **Individual Wrapping:** Wrap each piece in soft cloth, velvet pouches or bubble wrap to prevent damage. Avoid abrasive materials.
- **Fill Empty Space:** Use cushioning to stop jewelry from moving inside the box.
- **Double Box** (Optional): For extra protection, place the packed box inside a larger box with more cushioning. Seal both boxes well.



Printed matters:

- **Strong Packaging:** Use a sturdy box suitable for international shipping. Double-walled boxes are best for heavy items.
- **Cushioning:** Use plenty of bubble wrap, packing peanuts, or foam sheets to protect items from impact.
- **Waterproof Bag** (Important): Place valuable documents or printed materials in a waterproof bag to prevent moisture damage.
- **Secure the Box:** Use strong packing tape and the "H" taping method for extra security.

Common packaging issues



Thin, Oversized, or Undersized Boxes

Thin boxes may crush or tear, oversized boxes allow items to shift, and undersized boxes can cause crushing.



Inadequate cushioning

Insufficient padding can lead to items moving inside the box and get damaged.



Box loosely sealed

A box that's not properly sealed can open during transit, leading to lost or damaged items.