

QUICK REFERENCE GUIDE

How to pack a shipment



1 Choose your 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.



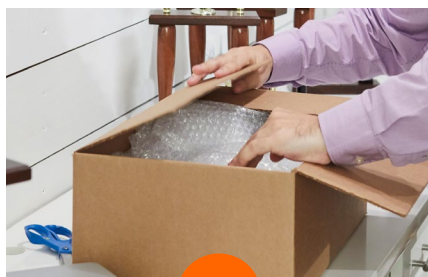
For fragile items, add at least 2-3" of cushioning, such as air cushioning, padded paper, or foam. Make sure the cushioning surrounds the item on all six sides.



You can also use the box-in-box method for fragile items. Pack the item with 2-3" of cushioning in a box. Then add another 3" 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.



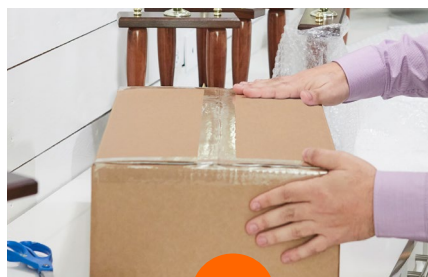
2

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.

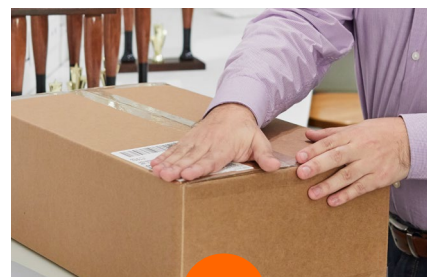
- ✓ Put at least six strips of shipping tape that is at least 2" wide evenly across all flaps and seams, top and bottom.



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.



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.