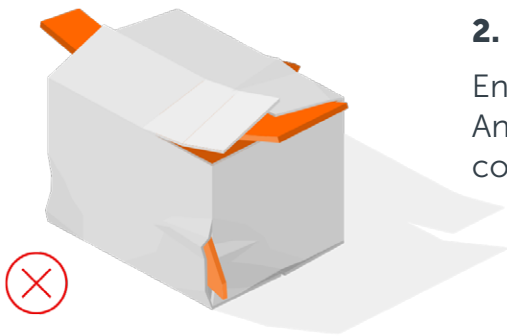


PACKAGING TIPS:

# SEALING PACKAGES

## 1. INCLUDE EXTRA COPY OF DETAILS

Before sealing the consignment, please place an additional copy of the routing label inside the package, detailing the sender and receiver addresses and contact numbers. This will help significantly in the event that the outer routing label becomes detached during transit.



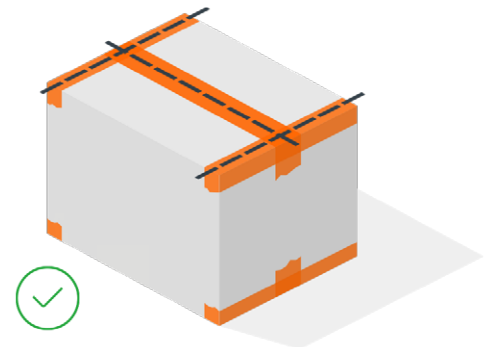
## 2. NO SHARP, PROTRUDING EDGES

Ensure there are no sharp, protruding edges or points. Any such surfaces should be covered with firmly taped corrugated panels or pads to blunt them.

## 3. SEAL SECURELY USING 'H' METHOD

The package should be sealed securely by applying 5 cm wide, pressure-sensitive plastic tape.

Apply tape across the flaps and seams on the top and outer sides of the box. Use the 'H' taping method for sealing packages. The correct closure of the parcel is essential for safe transportation.



**Please do not use household sellotape, masking tape, string, rope or wrapping paper**

## PACKAGING

# ADDRESSING & LABELLING

## ROUTING LABELS

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- It is essential that the routing label and /or consignment note is securely affixed to a flat surface on the top of the box along with any other relevant paperwork such as commercial invoices. Please make sure the routing label is not obstructed in anyway, otherwise the automatic sortation machines will be unable to scan the goods.
- Consignments should only be addressed by using a standard TNT consignment note and/or a TNT routing label.
- Both the sender's address and receiver's address should be clearly marked on the address label. The postcode and telephone details of the receiver should always be included on the consignment note and delivery address label. The postcode must be for a street address as we cannot deliver to post office boxes.
- A copy of the label or consignment note detailing the sender and receiver addresses and contact details should be placed inside the package. This will help us to identify the package in the eventuality that the external label falls off during transit.
- Please avoid the use of recycled packaging in order to ensure your goods are properly protected during transit. In the event that a package is being re-used, however, please make sure any previous shipping labels have been removed from the package.

## DO'S AND DON'T'S



For a parcel the TNT routing label / consignment note must be placed on the top surface area of the package. Whilst, for a pallet the routing label should be affixed to the side of the pallet load making sure it is clearly visible for scanning purposes.



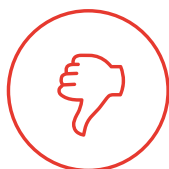
Ensure the label is printed on a properly functioning printer. The routing label is used for sorting the package to the correct destination and a poorly printed label will not scan.



Be careful to apply only one TNT routing label / consignment note to the package.



Obstruct the TNT routing label in any way eg: tape; shrink wrap; strapping or banding material.



Place the TNT routing label / consignment note where it overlaps the edge of the box.



Crease, mark or scratch the TNT routing label / consignment note when fixing to the package.

## PACKAGING LABELS

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It is imperative when packaging your parcels, pallets or irregular items ready for shipment that descriptive labels are applied to the consignment. This will assist with the identification of special handling or service requirements to ensure your freight arrives on time and in perfect condition.

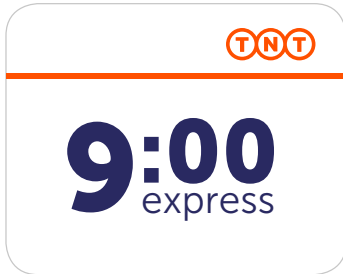
### **For example:**

- For Next Day services, guaranteeing delivery by 9am; 10am and 12 noon it is important that you apply the appropriate Express label
- For shipments destined to Scotland, please affix a 'Scottish' label.

***Please find outlined on the next page the different types of descriptive labels which can be ordered through the TNT Stationary Ordering website:***

## SERVICE LABELS

Express: 9am



Express: 10am



Express: 12 Noon



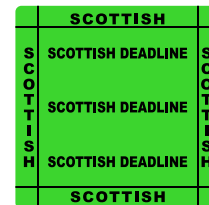
Economy Express: 12 Noon  
(International only)



Saturday Delivery



Shipments destined  
to Scotland



## ORIENTATION LABELS

Fragile



Caution: Heavy Parcel



Do Not Stack



Do Not Machine



Do Not Split



This Way Up



Please note for all liquid products 'This Way Up' and 'Liquid' labels must be affixed to the shipment.