

PACKAGING TIPS:

PARCELS



Boxes are the most commonly used and suitable way to pack your shipment because of the range of sizes, shapes, materials and accessories available to strengthen and secure them.

It is important that the box size and quality is appropriate for the item being transported as under filled boxes can become crushed whilst over-weight cartons can easily break open. The box must have sufficient strength plus the necessary space to carry the item(s) as well as the protective internal packaging

SINGLE WALLED BOX



This type of box is only suitable for light weight and non-fragile products

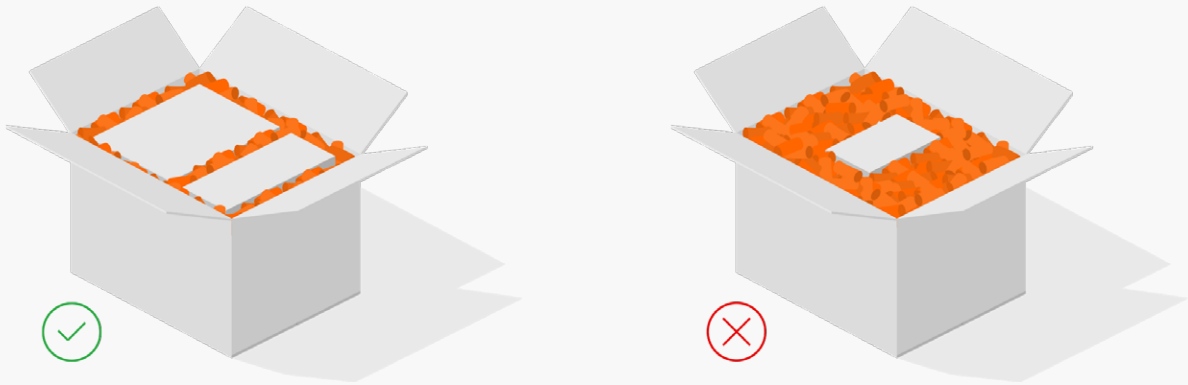
DOUBLE WALLED BOX



Double walled boxes should be used for heavier items

Please note a good method for providing additional strength to a box is by lining the base and sides with cardboard.

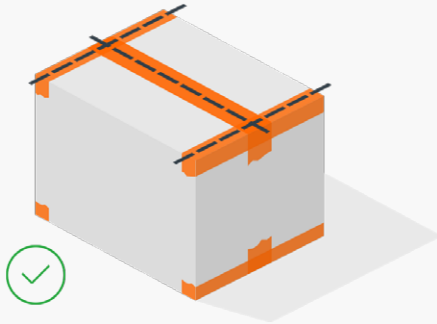
SINGLE BOX PACKING INSTRUCTIONS



Ensure the box is new, rigid, robust and in good condition.

- We recommend that a layer of **at least 5 cm** of cushioning material is placed on the bottom of the box. Some items such as fragile or heavy goods; irregular shapes or metal objects will require more cushioning to provide additional protection during transit
- Common types of cushioning and filler materials include:
 - ✓ Bubble wrap
 - ✓ Polystyrene chips
 - ✓ Crumpled newspaper / brown paper
- Wrap each item individually with cushioning material such as bubble wrap and centre it in the carton. Ensure each item is away from other items in the box and place more cushioning around the sides, corners and top of the box making sure all spaces are filled.
- Filler materials offer limited protection for heavy metal items, *e.g. metal automotive components and these types of goods should always be transported in double walled or reinforced cardboard boxes*

REINFORCED PACKING INSTRUCTIONS (BOX WITHIN A BOX)



- Place cushioning material such as polystyrene chips at the bottom of the corrugated box
- Wrap the item(s) individually with cushioning material such as bubble wrap and centre it in the carton
- To restrict product movement use more filler such as crumpled newspaper or more polystyrene chips
- Close and tape the inner box using the H taping method (refer to 'Sealing Packages' section)
- Use a second box that is at least 6" longer, wider, and deeper than the inner box.
- Fill any void spaces with more cushioning material at the bottom, round the sides and top
- Again use the H taping method for sealing your package.

GENERAL PACKAGING INFORMATION

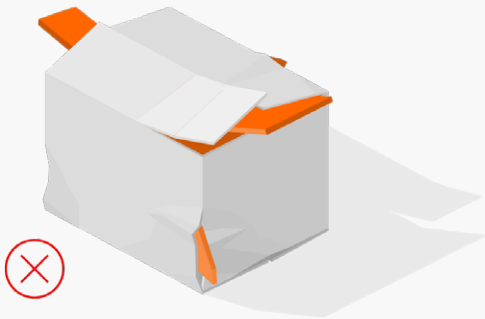
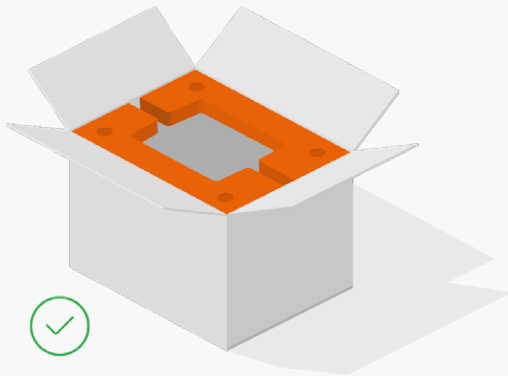
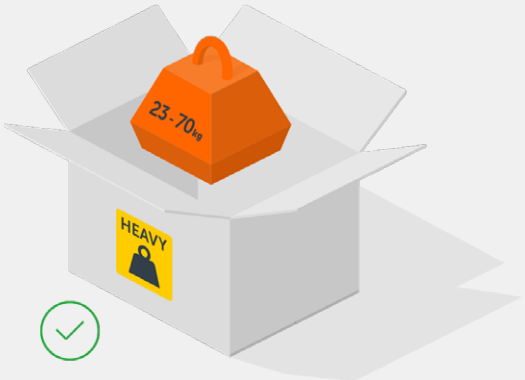


1. CHOOSE QUALITY

It is important not to reuse boxes as they lose their strength and can result in damage to your shipment. In the event that a box is reused, please check to ensure any previous routing labels have been removed and there are no holes, tears or dents in the box

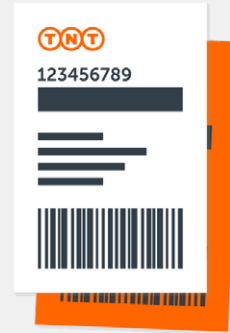
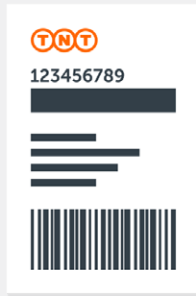
2. HEAVY BOXES

All boxes above 23 kg should be marked with a 'heavy' label



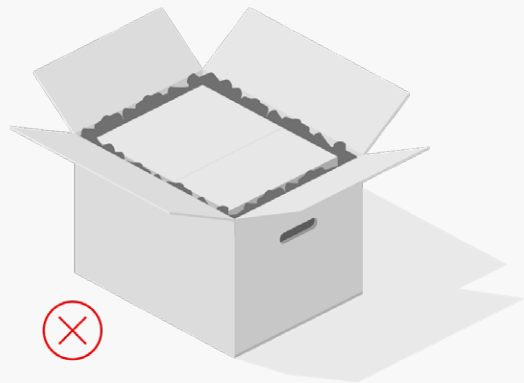
3. AVOID EMPTY SPACE

Make sure the box is large enough for the items you're packing, Items that stick out are likely to get damaged. Please take extra care with packing any objects that are sharp and as a minimum requirement, all sharp edges or protrusions should be wrapped and taped



4. SUFFICIENT LABEL SPACE

The top of the box must have a sufficient flat surface area to affix a TNT consignment note and / or routing label plus any additional paperwork which may be required such as a commercial invoice. Please take care when placing a label on the box not to put it over a seam, closure or on top of the sealing tape.



5. LABEL CLEARLY

Before sealing the package, place an extra label with both the sender's and receiver's addresses and telephone numbers

ENVELOPES

- Cardboard envelopes should be used for lightweight documents
- Cushioned, padded or bubble envelopes should be used to carry things like discs, tapes, keys and small electronic parts