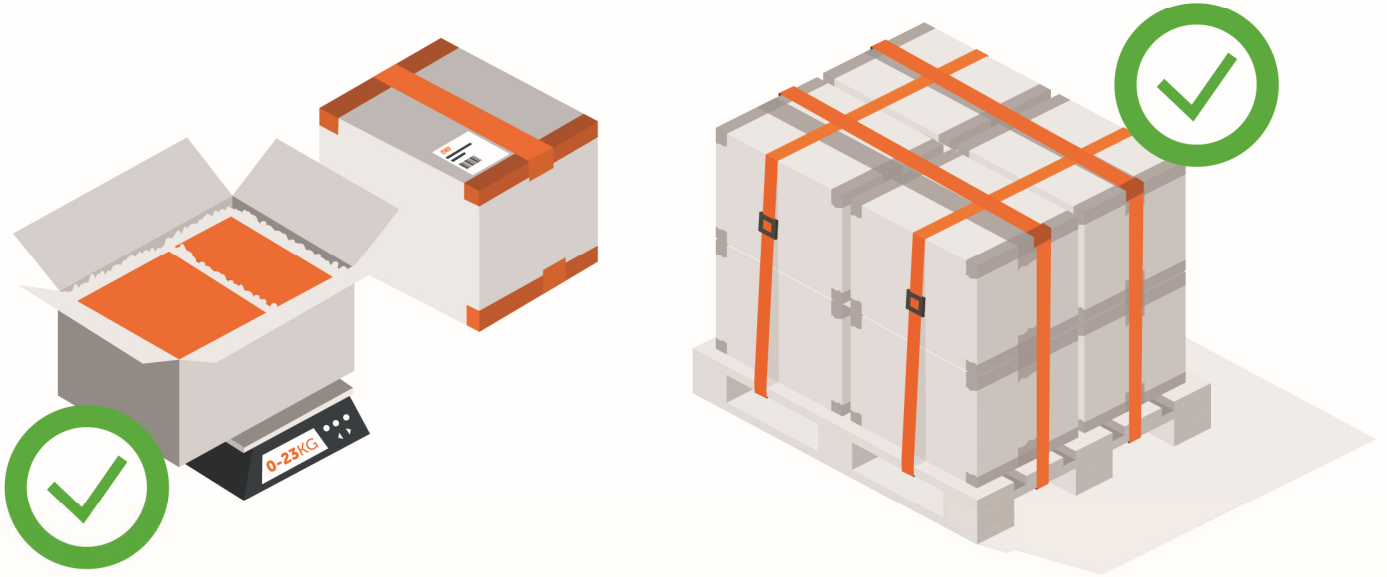


# PREPARE YOUR SHIPMENT IN 5 EASY STEPS

Learn how to protect your shipment from damage, delay and surcharges with proper packing and labelling. All goods should be packed in boxes, whenever possible.



## BOXES

- 1 CHOOSE QUALITY**  
Used boxes lose strength. Ensure your box is rigid and dry with no punctures or damage.
- 2 AVOID EMPTY SPACE**  
Too much padding reduces stacking strength. Avoid boxes that are too big for your contents and require excessive padding. They risk getting crushed.
- 3 HEAVY BOXES**  
We can accept boxes up to 70 kg without a pallet. Above 30 kg, surcharges may apply. Please put a "HEAVY" label on boxes over 23 kg.
- 4 SEAL WITH AN H**  
Use proper sealing tape in an H pattern on top and bottom. Consider strapping heavier boxes. Do not use string or rope to seal a box.
- 5 LABEL CLEARLY**  
Remove old labels. Affix new labels on top, so the barcode is flat (not folded over the edge).  
Pro tip: Place a copy of the label inside the box.

### MAXIMUM DIMENSIONS

Economy Express	Express
2.4 x 1.2 x 1.8 m	2.4 x 1.2 x 1.5 m
1000 kg/piece	500 kg/piece
7000 kg/shipment	500 kg/shipment

For more information on proper packaging, visit [tnt.com](http://tnt.com)

## PALLETS

- 1 STACK IN COLUMNS**  
Columns ensure maximum stacking strength. If the contents are rigid, you can use 'bricklayer style' for increased stability.
- 2 DO NOT OVERHANG**  
Items should fit squarely on the pallet, without hanging over the edge. We can't accept overhanging pallets.
- 3 KEEP IT FLAT**  
The top surface of your pallet must be level, strong and stackable. Non-stackable pallets will incur a surcharge.
- 4 STRAP IT AND/OR WRAP IT**  
Use two straps from both sides and/or stretch wrapping to hold items in place. Strapping and wrapping should include the pallet itself.
- 5 LABEL CLEARLY**  
Labels must be affixed to the side — not the top — as another pallet may be stacked on yours. Non-stackable pallets must be affixed with labels/cones.  
Pro tip: Place a copy of the label inside the box.

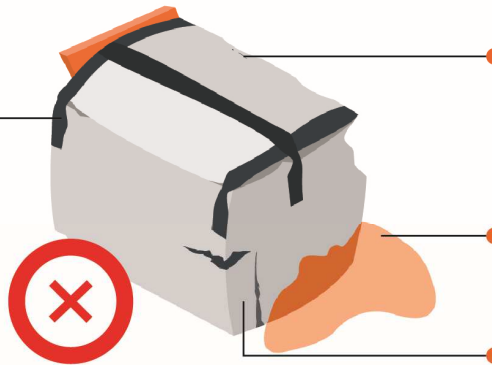
# SORRY, WE CAN'T ACCEPT YOUR SHIPMENT

We need your cooperation to transport your shipment safely and securely. Imperfect packaging puts your goods, other shipments, and our TNT team members at risk. Before accepting any shipment, our driver will verify that it is "fit to travel."

## BOXES

### UNSUITABLE PACKING

No heavy items in weak boxes. Boxes must be of sufficient strength, quality and size. If necessary, use additional strapping to strengthen your box. items in weak



### DAMAGED BOXES

No punctured, crushed or otherwise weakened boxes, including damaged corners.

### WET BOXES

No wet, leaking or water-damaged boxes.

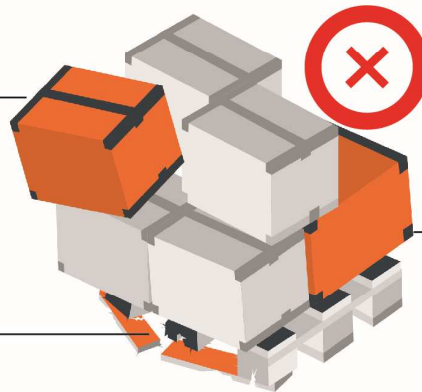
### OVER 70 KG

Boxes heavier than 70kg must be palletized.

## PALLETS

### UNATTACHED ITEMS

Everything must be attached to the pallet with strapping and/or wrapping to form a single, inseparable unit



### LOW-QUALITY PALLETS

No poor-quality or damaged pallets.

### OVERHANGING

All items must fit squarely on the pallet without hanging over the edge.

## IRREGULAR ITEMS


### SHARP EDGES

No exposed sharp items or corners. Ample padding (bubble wrap or co-adhesive foam) is required to prevent damage or injury.



### PROTRUDING PARTS

Items that overhang or stick out could cause injury or damage other shipments.

 Shipments containing dangerous goods must be fully compliant with IATA and ADR regulations.

For more information on proper packaging, visit [tnt.com](http://tnt.com) or contact us at 020 - 960 960.

