

PACKAGING GUIDELINES

1



Wrap each item individually

- ✓ You can use bubble wrap and tape tightly securing fragile items before putting them inside the box.

2



Secure the items with a strong inner and outer box.

- ✓ You can fill in spaces between the inner and outer box with polystyrene, peanuts / chips.

3



Securely seal the boxes with a strong tape.

- ✓ Use a 40-50mm wide tape to seal along the opening of the box, all the way around the outside.

4



Attach the label and other documentation to the outer container.

Packaging guidelines

We know how important it is for you that your items come without any damages and that is our goal too. This is why it is very important to make sure that your items are packed correctly according to our guidelines.

It might take longer but you need to wrap each item inside the parcel individually to make sure there's a better protection since there will be no movement in the contents. Once the items are wrapped in a box, you may now seal the package.

Always make sure to use a strong external package. It is recommended to use thick corrugated fiberboard or a box with a good quality of the outer wrapping is also recommended. The bigger the item the thicker and bigger the outer box should be. Used and substandard cartons may cause problems and unfortunately, compensation for these may not be honored if proved that you have used a damaged box. Also make sure that the box has enough space for the internal packaging to be used on the item.

Polystyrene chips should fill the outer box then place the inner box on top then make sure to pour even more chips around its edges. Make sure there are no air gaps or air pockets on the outer box. To check if the chips have settled and the outer box is full, shake the box.

Seal the box with multiple layers of thick tape before making sure that the labels and other documentations are attached.

Inner Packaging:

It is important to make sure that there is no movement of the multiple items while in transit. Use a firm cardboard box that is sealed and make sure they cannot be opened during travel period.

Internal packaging should make sure that:

- It will prevent any damage from shock, pressure and vibration during transit.
- It will not let items touch whilst travelling it will remove items from moving contents gives clearance from the item and the outside packaging
- If the internal packaging is not sufficient, even if you use the strongest external packaging, it will still be considered inadequate

Examples of internal packaging materials:

- Polystyrene peanuts/chips Cardboard to be used as support structures
- Molded or shaped foam Bubble wrap
- Foam sheeting
- Polystyrene surrounds and ends for electric goods

Internal packaging that are not good:

- Wood shavings or sawdust
- Polythene bags or bin liners
- Rolled paper shredded or scrunched

Bubble Wrap

This is a very good material since this can prevent against shock because it provides cushion to the items. To avoid items from colliding during travel time, wrap each item separately. This is to make sure that we avoid any damage during transit times. Be generous in wrapping the items in bubble wraps to avoid movements when you shake the box. To avoid damage to heavy items, use several layers to cushion weak areas as this should only be used as cosmetic protection.

Bubble wrap grades:

Here is a list of standard bubble wrap grades as recommended by the manufacturers.

1/16 inch - used to pack light weight items (surface protection)

1/8 inch - used to pack medium weight products and can be used as a protective wrap (surface protection)

3/16 inch - This may be used as a protective wrap and used to pack light to medium weight items

5/16 inch - This is used to fill voids and block and brace items inside the parcel. Used to pack medium weight items

1/2 inch - Used to pack heavy items and also used to fill in voids and block items in the parcel

Foam Sheeting

This is an excellent cosmetic or exterior packaging which also has a cushioning property. This can be ideally used to pack light items.

Polystyrene peanuts/Chips

These are expanded polystyrene pieces which are used to fill empty spaces in packing light items. This is also best to use when double boxing the items such as electrical goods and as protection against shock or any movement of the items inside the box within a stronger box. Move or shake the box to make sure that there are no gaps or air pockets in the outer container or until the outside container is also full.

Polystyrene blocks or surrounds

These are used on all electrical goods. Use this to make sure that no movements will happen while in transit.

External Packaging

Always make sure to use a strong external package. It is recommended to use thick corrugated fiberboard or a box with a good quality of the outer wrapping is also recommended. The bigger the item, the thicker and bigger the outer box should be. Used and substandard cartons may cause problems and unfortunately, compensation for these may not be honored if proved that you have used a damaged box or in any event that the inner and outer packaging are not used for verification.

Bubble wrap and shrink wraps are examples of bad external packaging

Good examples are Metal case in good condition or metal case/ tin that can be sealed shut Plastic box in good condition/tube that can be sealed High standard fiberboard/cardboard box. Wooden crate that is in good condition and can be sealed. It is not advisable to re-use cardboard boxes after being used to transport once since it loses its strength especially when used to transport any heavy items.

If needed, use a wooden crate. Larger items can be protected more if packaged in a cardboard box and a crate at the same time rather than being packed in a cardboard box alone. When you are sending items such as sculptures or large pottery pieces, we advise you to pack them first in industrial bubble wrap and polystyrene surrounds before placing them in a strong box filled with air cushions or foam chips to prevent the items from moving.

After this, you can now place the box in a wooden crate to help with the weight of the item you are sending and also to make sure that the cardboard box will not be opened while travelling. It is recommended to make sure that the parcel is sealed well. All the open edges must be sealed with 48mm or 50mm wide plastic or carton tape both on top and the bottom part of the package. Make sure not to use the regular household adhesive tape as this is not sufficient. If you are sending heavier items, make sure to use a strong outer carton and make sure to seal this with tape.

Do not use strings as these may get caught and cause further damage to the parcel. Note that you are not supposed to strap multiple boxes together because this may cause damage to the parcels. You might need to put them in one large parcel or send them separately. **Compensation will not be provided for loss of items strapped together.**

Declare accurate address details. Take note that you should provide accurate address information and also telephone number with the correct post code in all your documents. This information should be complete and attached securely on the parcel. You should also make sure that the labels are attached securely to the parcel.

Make sure to declare all the accurate dimensions. Length is the longest dimension while width is the shortest. To measure the height, it should be from the right angles to the largest surface while the volumetric weight is important in determining the price shown so it is important that measurements are accurate and they are entered correctly upon placing the order.

Note that if items are not packed correctly, couriers might not collect them or they may return the items to the sender once the parcel is further inspected by the courier.

Specific items packaging guide

For printers, ink cartridges shall be removed from the printer itself. Make sure that they are packed separately making sure that other items cannot be contaminated. Your items should be placed in a strong cardboard box and make sure it is sealed so it will not be opened during transit times. Note that we cannot send printers and print cartridges for international shipping.

For sending electrical items, make sure that they are secured within the outer packaging using travelling screws or polyblock surrounds. The original packaging of the electrical items is good but most of the time, further packaging are needed to make sure we avoid any damages.

For suitcases, the outside packaging or the outer hard cases will not be covered in any event of loss or damage.

Bicycles

- Wheels and pedals should be removed from the bicycle main frame
- Pedals should be wrapped securely in bubble wrap
- A cardboard should be in between the wheels before securing them with bubble wraps
- The whole bicycle should be wrapped in thick bubble wrap
- A strong cardboard box should be used
- The weight of the content should be carried by the box you will use so make sure it is strong.
- Make sure to use polystyrene blocks or internal packaging to make sure that there is no movement while the item is in transit.

Books

- Make sure that the books are wrapped heavy. Hardback books in several bubble wrap layers and make sure to seal them in packaging tape.
- Make sure that there is no space that allows movement of the books when you stack them in cardboard.
- Place a thick sheet or cardboard between books on top and at the bottom of the books if needed to make sure that there is no space in the parcel and also for added protection to avoid any damages to the goods.

Computers:

Electrical Equipment and Devices like computers, monitors and printers are delicate and composite items thus these needed to be appropriately and properly packed to avoid dents and damages most especially tremors that might take place during the transfer of the equipment.

Computer manufacturers packaging is usually designed for one of the following:

- Ship the product only once.
- The storage of the item must not be used as outer packaging.
- The packaging cannot endure the tremors during transit most particularly for bulk shipping of numerous items in just one pallet and for one dispatch altogether through the automated network.
- The original manufactures packaging is only use for internal packaging and not for the shipping because recycling the packaging will upsurges the possibility of damages on the item and might deteriorates the packaging in the latter.

Make sure of the following before packaging computer equipment:

- The PCI/AGP cards screws are sealed.
- The CD/DVD screws and floppy disc drives are stiffened.
- The entire exterior, as well as discs are removed from drives including USB and power cables should be detached from the main unit.

- All Power supply screws are constricted.
- Aside from those, it is also suggested that the processor heat sink and fan are firmly connected and is also advisable to use anti-static bubble wrap around the heat sink to make sure there is no clattering pieces of the items inside the box.

References when packing the unit:

- The large polystyrene surrounds should be in place when packaging the main unit/tower. By any chance you're using an old packaging of the item; guarantee that you're using the same packaging used when you purchase the computer.
- Secure that the polystyrene blocks you're about to use doesn't have any parts missing or not damaged which possibly will cause movement and hurtle inside.
- You can also use heavy duty bubble wrap to add numerous layers around any uncovered areas of the tower to confirm a safe fit when positioned into an external/outer cardboard box.

Inner box:

Use a very sturdy and heavy duty box and position the polystyrene blocks alongside the computer inside appropriately. Be mindful to use a new box or box without damages, tears or hole and also make sure that there is no movement inside. Further, tape the box securely and make sure it is tightened with numerous layers of 2 inch thick tape to guarantee that the box will be intact.

Outer box:

As soon as everything is packed, place the parcel on a bigger box jam-packed with polystyrene chips. The sides, top and the bottom part of the box should have a sufficient allowance. Put the polystyrene chips in the box and proceed on placing the inner box on top. Once done, fill the edges with more polystyrene chips; make sure that the polystyrene chips are all squeezed and over poured in order to fully compress it with the inner box to avoid pockets of air and air gaps. Rattle the box to make sure chips are tightly squeezed. After all those procedures, tape the box securely with layers of it.

Electrical / Electronic Items:

When shipping electronic items, it is advisable to use the original packaging and add additional packaging on the latter part.

Packing the unit:

- Make sure that there is no movement of the item in the box you're using as the other covering by placing polystyrene blocks.
- Cover the bare part of the unit in 2 inches of bubble wrap and then proceed on placing it in your covered box sealed properly with a heavy duty tape.
- Load the outer box with lots of polystyrene chips and position the inner box on the top, filling the edges with additional chips to prevent movement.
- Make sure the outer box has adequate clearance around all sides, top and bottom of the inner box. Ensure the outer box is filled to its limit and there are no air gaps in the foam chips.

- Double check if all sides of the outer box is sealed as well as the top and bottom of the inner box. Make sure that the chips are filled and squeezed to avoid air gaps.
- Rattle the box to make sure chips are tightly squeezed.
- After all those procedures, tape the box securely with layers of it.

Packaging for electrical / electronic items should always include:

- Bordered with thick and strong polystyrene.
- The fiberboard / cardboard box should be a heavy duty and durable.
- Layers of bubble wrap to bear any impact are needed.

If cables and accessories are shipped on the same box, be mindful that these should be properly packed as well as the remote controls must also be boxed separately covered with bubble wrap. Be reminded as well to remove all batteries from the items as this is strictly prohibited.

Engine parts:

An adequate packing is really necessary for small care made engine parts like gears, valves, pistons, piston rings, fly wheels etc. to prevent any damages that might case parts of it inoperative. Cover as well any items with very sharp edges to prevent dents and damages of other items or worse damage of the outer packaging. A sturdy corrugated cardboard / fiberboard box, at least strong enough to bare the weight of the other items is really needed for packaging these kind of items.

Documents:

Shipping documentation, make sure that the documents are piled and they're band in bundles wrapped in polythene to prevent central mass of the packaging. Pile the bundles and put them in a cardboard box and ensure that there are no spaces that may cause movement of the item. If possible, use a double box in packing the documents to make sure that the box surrounding the item is durable. Be assured as well that the parcels are securely sealed with a heavy duty tape. Avoid shipping documents or leaflets wrapped and packed only with paper and thin cardboard box because it cannot bear the weight of the contents and much worse, during transit, it may torn the packaging apart.

Powder:

In sending powders, it should be sealed in a leak-proof container then the container should be placed again in another durable container. Rubber/cork washers should be present for screw type lids while friction top covers must be fixed firmly with metal clips. Tighten with tape the covered layer and wrap the container in a durable plastic bag. Tightly seal all seams if plastic sheeting is used with a tape. Then use a sturdy box to secure the container and proceed on sealing it with tape tightly.

Musical Instruments:

As we all know, musical instruments are very delicate items and if you are wanting to ship them, a hard case designed for the item is necessary to be used and all strings (if have) must be removed. Perhaps, use packaging within the instrument case to prevent movement during transit. Then, the hard case with the item in it must be packed and placed in a sturdy and durable cardboard box or wooden case, if possible, with enough soft packing within to make sure there is no movement when in transit. A thick and heavy duty cardboard box and polystyrene surrounds should be used as the least packaging.

Guitars:

A sealable sturdy case designed for instrument is also needed when shipping guitars. Then the case should be packed in a strong and sturdy box for additional protection. Sending guitars alone in a card box is not appropriate as well as covering the item only in cloth or leather cases. Strings should be removed as well because it may cause impact and retorting during transit. Make sure all the screws on the back plates, pick guards and pickups are tighten up, if the string are removed to prevent any dents and damages.

Packing guitars:

A sealable sturdy case designed for instrument is also needed wen shipping guitars. If possible, use bubble wrap around the body and neck to eradicate any movement. Ensure all handles are firmly closed. A heavy duty and strong tape is needed to safeguard the case and make sure it would not exposed open due to the weight of the guitar. Put the guitar case in a strong double walled corrugated cardboard or fiberboard box. Make use of polystyrene blocks or internal packaging to assure there is no movement inside the box during transit. Cover the box with multiple layers of thick tape.

Nuts, bolts, screws, nails, small machine parts:

Small parts like nuts, bolts, small machine parts etc. are able to burst even if you supplied them a strong stuffing. These items must be packed in very thick plastic bags in small quantities to reduce the chance of tearing the packaging apart.

Packaging guidelines when shipping in a tube:

Between two sheets of card larger around the edge, place the tube. Move the item and 2 layers of card into a cylinder. Place the rolled item and card into a strong plastic or cardboard cylindrical mailing tube. Add at the end of the tube some cushioning material minimize or eradicate any movement when in transit. Put a plastic lid seals on every side of the tube and cover with numerous layers of a heavy duty tape. To ensure the item arrived safely, ad multiple layers of bubble wrap to the tube.

Disclaimer:

DropBox2Go pledged to present our customers information to guarantee that the parcels sent with us are delivered and shipped safely in a short period of time. Though, parcels are transferred to a courier network either from within the UK or worldwide that is why in order to assure that your parcels is delivered safely and securely, the packaging tips and guidelines we provided as well as the courier's

guidelines should be firmly followed. DropBox2Go will not be accountable for making sure that the packaging is necessary. All liability is under the hands of the customer as we already provided the guidelines for packaging. DropBo2Go also do not promise that if the guidelines are followed, the parcel will arrived safely without damages. We have the right to reject a claim for damage if found that the packaging of the items is inappropriate for transferring items through a courier network and these kind of cases is also mentioned on our terms and conditions we provided and agreed upon during the booking process.