

Packaging tips

To ensure your consignments arrive on time and in good condition, it is vital you take time to pack and label them correctly.

DO

- a. Only use rigid cartons in good condition with all edges intact.
- b. Don't exceed the weight specifications for your box.
- c. Pack contents in the center of the carton, cushioned on all sides using polystyrene chippings or bubble wrap. Ensure that the items not fitting into cartons or have sharp edges and protrusions are thoroughly wrapped, with taped corrugated panels or pads.
- d. If you send liquids, check that the cases are hermetically sealed.
- e. For the shipping of fragile goods, we suggest the use of wooden cases and separators inside. Include inside the carton a document (e.g. business card or letterhead) that carries your address, and both your and your recipient's telephone numbers.
- f. Tape all seams and flaps well, with pressure-sensitive plastic tape. Tape should be at least 5.1 cm wide, but preferably 7.6 cm wide.
- g. If finishes could be damaged or soiled in transit, place them in a protective container.

DON'T

- a. Don't ship light weight gift boxes unless packed in stronger cartons.
- b. Don't ship packages smaller than 18 cm x 10 cm x 5 cm. Instead, pack small items into larger cartons.
- c. Never use cellophane tape, masking tape, string or rope, and avoid duct tape and kraft-paper tape for sealing.

Measuring Length and Girth

The length and girth formula is simple:

Packages can be up to 274 cm in width and 330 cm in height and girth combined (girth = 2 x height + 2 x width)

