

GUIDELINE FOR PROPER PACKAGING

- The shipment must be in a container suitable for its contents.
- Do not exceed the allowable maximum gross weight of the container. Refer to the Box Maker's Certificate printed on the bottom flap of the box.
- Use rigid box flaps. All flaps should be intact.
- Wrap item separately. Fragile articles need both proper separation from each other and clearance from the corners and sides of the box.
- Use adequate cushioning materials in padding the contents.
- Use a strong tape (2" or more in width) designed for shipping to seal the box.
- Do not use string or paper wrap.
- Use banding materials on heavy boxes.
- Attach only one address label to the box and place it on the top of the box.
- Remove any old address labels and delivery markings on reused boxes. Avoid using reused boxes.
- Provide a clear, complete delivery and return addresses. Place a duplicate form of address information inside the box for added protection.
- Use coded markings. Descriptive labeling, illustrations or prominent display of trademarks, logos and corporate names just simplify the pilferer's task.
- Use cautionary markings and handling instructions in English and in the language of the country of destination. Universal pictorial symbols should be used to provide clear handling information. Listed below are the common handling signs:
 - This Side Up
 - Tip and Tell Shock Watch
 - Handle With Care
 - Do Not Stack Pallets
 - Do Not Double Stack Pallets
 - Do Not Break Down Pallets
 - Top Load Only
- As a general rule, freight weighing more than 75 lbs should be palletized. Freight should not over hang edge of pallet. Allow at least 2" excess pallet on all sides, if possible.
- Use shrink wrap if multiple pieces are to be shipped on one pallet.



IMPORTANT: The shipper has the sole responsibility to make sure that the packaging can withstand ordinary care in handling and transporting of the goods.

