

Packaging Guidelines

(Sample guide)

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1. The Dos

The Dos - Packaging Techniques



Carton box strength

Carton boxes should ideally be at least double-walled to protect your items.

If the carton is single-walled, or the items inside are heavier, additional layers of shrink and bubble wrap should be used to reinforce the external carton.



Original product boxes

If the integrity of the original product box needs to be preserved -

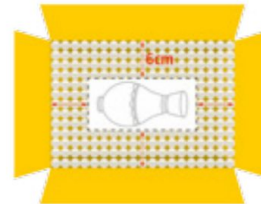
Protect it as part of the product, and place it in a larger external box.



Leave no empty spaces

Use filler material in order to minimize lateral movement of the product, reducing risk of damage to the items or boxes during transit.

Ensure that the material provides sufficient support for your products.



Find the right fit

Always place your products in the center of the box, with at least some distance between the walls or corners.

When properly filled with filler material, this spacing will provide additional cushioning and protection.

The Dos - Packaging Techniques



Separation is key

When shipping multiple items in a single package, you should wrap each item separately.

Dividers should be used to keep the items from making contact during transit.



Using polymailers?

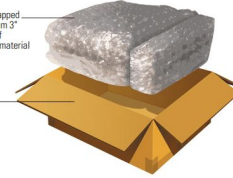
Polymailers are great for shipping your products, but offer little-to-no actual protection.

Do ensure that the individuals items in the polymailers are sufficiently shrink and bubble wrapped for protection.

Single-Box With Wrapped Item

Product wrapped in a minimum 3" thickness of cushioning material

Sturdy outer box



Cling-bubble-cling

Look to first cling wrap the item to hold it tightly together, before bubble wrapping it.

Thereafter, a few layers of shrink wrap should top it off and hold the package together for better protection.



Odd-shaped parcels

Large items that are not able to fit into boxes should be tightly shrink wrapped together then reinforced with bubble wrap covering all surfaces.

Any edges should be protected with bubble wrap/ shrink wrap/ edge guards

The Dos - Sealing & Labelling



Unique waybill

All parcels must have its own unique tracking ID and corresponding waybill.

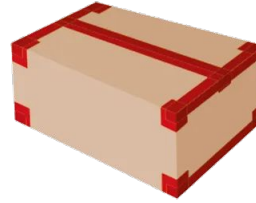
Waybills should also be securely fastened to the parcel through either adhesive labels, or by taping all sides of the label.



Waybill clarity

Ensure that the parcel does not have multiple different or old waybills.

Waybills should be sharply and clearly printed such that the barcode or QR code is easily visible and without blur lines or fading.



Use the H-taping method

Ensure all seams are taped down and sealed on all sides of the parcel.

Repeat additional times for heavier shipments.



The right tape

Use strong carton sealing tape in the form of pressure-sensitive plastic tape, water activated tape, or reinforced tape that is at least 2 inches wide.

Avoid using kraft paper tape, masking tape, or string.

The Dos - Special Handling



Fragile parcels

Fragile items like wine glasses and ceramics should be wrapped in multiple layers of bubble wrap. A general recommendation is 8cm of bubble wrap protection.

Fragile, and upright stickers should be visibly and clearly pasted on the boxes too.



Heavy parcels

If the items you are shipping are on the heavier scale, look to reinforce your external boxes with additional layers of bubble and shrink wrap.

This will provide additional support for the box to take the weight of the items.



Avoid potential leaks

Items containing liquids, with spray or pump nozzles, should have the nozzles shrink wrapped.

This will help to reduce the chances of the liquids leaking and damaging other items or parcels.



2. The Don'ts

The Don'ts Prohibited Items

Prohibited items

Please note that delivery is not available for the items below.

- 01** Items that exceed the size specification.
Max weight of 30kg, or up to 300cm sum of dimensions = (L + W + H)
- 02** Credit cards or ATM cards.
- 03** Human or animal remains, religious artifices.
- 04** Firearms or swords.
- 05** Living things.
- 06** Poisonous or toxic substances.
- 07** Examination certificates, passports, and insurance documentations which cannot be reproduced.
- 08** Written drafts, original films, tapes, and film material which cannot be reproduced.
- 08** Flammable, ignitable, or volatile items such as fireworks, kerosene, gas cannisters or paint thinner.
- 10** Cash, cheques, bills, stocks and other marketable securities.
- 11** Perishables such as vegetables, fruits etc.

The Don'ts - Things to Avoid



Avoid paper packaging

Packaging that is prone to tearing puts your items at a high risk of falling out or getting damaged.

Avoid using paper bags, envelopes or packaging with thin materials.



Do not bundle multiple parcels together

Each parcel should be shipped on its own, with individual waybills, to minimise risk of damages, and/or missing parcels.

Avoid attempting to bundle multiple boxes or parcels together.



3. Tips & Tricks

Tips & Tricks - Is my parcel protected well?

A good way to gauge if your parcel is sufficiently protected for the entire transit journey is to apply the following rule:

Can your parcel withstand a table-height tumble?

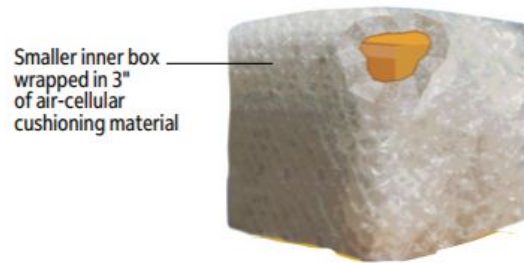


Parcels deemed to be inappropriately packaged may be subject to:

- Re-packaging or re-labelling at the shipper's cost
- Rejection and subsequent return to shipper
- Higher risk of damage, leading to loss of sale and customer satisfaction

Tips & Tricks - Bubble wrapping?

1. Wrap your items with the bubbles **facing inward** for better protection against impact and pressure externally.
2. When using bubble wrap, a good guideline is to have the bubble wrap layers be around 3" thick.



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