

## ***How to properly pack a shipment?***

Choosing the right packaging for transporting your shipments and labeling them correctly will ensure that shipments are delivered on time and without disruption. In order to maintain the highest quality of the services we provide, please familiarize yourself with the guidelines below regarding safe shipment packaging.

Pack the shipment in a way that ensures it is safe during transport and not damaged. Use sturdy, closed packaging and secure it thoroughly, e.g. with adhesive tape or a seal. The packaging must prevent access to the contents without leaving visible traces and must be protected against crushing, while the contents must be protected against damage caused by free movement inside the package.

If you reuse a cardboard box, make sure it is in very good condition – rigid, without holes, tears, or damaged corners.

Remove all old labels, shipping markings, barcodes, etc. from the box.

Failure to do so may result, for example, in an old label causing confusion and hindering shipment delivery.

When printing a shipment label, pay attention to the following:

### **appropriate size**

- too small – may make scanning the code difficult or impossible,
- reducing the print scale (e.g. to save resources) – may seem like a good idea, but can make the code unreadable for scanners; always print labels at the original scale (100% or 1:1),
- too large – the barcode on the label must not be oversized, so that the scanner can read it in full.

### **clear print quality**

- too faint / light / blurred or low-contrast print will make the label unreadable; even if the human eye can read the information, scanners may have difficulty reading the code correctly,
- replace the toner or adjust the print settings if you notice any of the issues described above.

Place the label only on a flat surface.

The barcode must not be bent, covered with opaque tape, cross from one surface to another, or be placed on an uneven surface, as this may make scanning or reading impossible.

If label requirements are not met, shipment delivery may be delayed, and in the worst case, shipment identification (and delivery or return) may become impossible.

If required by the nature of the shipment, mark it clearly, e.g. “this side up” or “fragile”.

Make sure the packaging does not contain any elements that could damage other

shipments during transport.

Scan the QR code to learn more about safe shipment packaging.

### ***Rules for safe pallet shipment packaging.***

If you ship palletized shipments, remember to secure the goods properly.

Only undamaged pallets are accepted for transport (Euro pallets or pallets of identical dimensions and size are preferred).

#### **Maximum pallet dimensions:**

120 cm × 80 cm × 180 cm

**Weight:** maximum 800 kg

#### **Proper securing of shipments on a pallet:**

- remove all old labels, shipping markings, barcodes, etc. from the pallet,
- securely attach the shipment to the pallet,
- wrap the pallet with stretch film, starting from the lower corner and working upwards,
- use several layers of film to ensure the entire load is properly secured (Fig. 1),
- wrap each shipment with film at least twice on each side, including the top (Fig. 2),
- ensure that no part of the shipment extends beyond the pallet outline; if this cannot be avoided, secure the shipment so that it is not damaged and does not pose a risk to other shipments,
- when stacking goods on a pallet, follow the rule: heavier items at the bottom, lighter items on top,
- if you regularly ship palletized shipments, consider using mechanical strapping and cardboard corner protectors, which provide additional load protection during transport (Fig. 3),
- the maximum height of a pallet handed over for transport must not exceed 180 cm (Fig. 4).



### **Cosmetics, glass products and other fragile items.**

If you ship cosmetics, glass items, or ceramic products, use packaging intended for transporting fragile goods.

For such shipments, we recommend using double boxing and additional cushioning materials.

Place the shipment in thick cardboard packaging and secure it thoroughly.

Select a box size appropriate to the individual packages so that no bulges or creases occur after closing.

Ensure adequate cushioning and free space on all sides between the inner and outer packaging.

Close the box using the “double T” method with adhesive tape at least 5 cm wide.

Make sure the box is not damaged after closing and shows no signs of leakage, tearing, or crushing.

Inform the courier about the contents of the shipment and apply “fragile” labels if required. A shipment prepared in this way should be safe during transport.

### **Books, discs, software.**

If you ship lightweight products such as discs, tapes, MP3s, DVDs, books, or computer games, pack them in cardboard of appropriate thickness.

Choose packaging according to the product’s weight and its resistance to external factors such as shocks, vibrations, or temperature changes.

Fill empty spaces in the box with suitable cushioning materials, e.g. bubble wrap or polystyrene. This will prevent the contents from moving and better protect the shipment against impacts and vibrations.

### **Clothing, footwear.**

Pack clothing and shoes carefully to ensure they are well protected during transport.

Choose a sturdy cardboard box suited to the contents and their weight.

Secure the contents with appropriate cushioning so that items do not move during transport.

Seal the box with adhesive tape at least 5 cm wide.

After closing, the box should not have bulges or creases.

Shake the package - if you hear the contents moving, add more filling material.

Check that pressure on the top of the package does not cause it to collapse.

### **Computer equipment, mobile phones and mobile accessories.**

Ship computer equipment, mobile phones, photographic equipment, and other accessories in the manufacturer's original packaging together with factory protection.

If you do not have the original packaging, wrap each item in bubble wrap.

Place the protected equipment in a sturdy inner carton.

Fill empty spaces in the carton with cushioning materials.

Close and securely seal the packaging with adhesive tape.

Place it in an outer carton, which serves as additional protection.

Make sure the outer carton is in perfect condition – without tears, dents, water damage, or other defects.

Fill the space between the outer carton and the inner packaging with foam, paper, or other cushioning material.

Close the outer carton and seal it using the “double T” method.

After closing, the box should not have bulges or creases.

### **Household appliances, RTV equipment, home furnishings.**

Pack RTV equipment, household appliances, or other home furnishings in the same way as computer equipment and electronics.

Use the manufacturer's original packaging and secure it additionally before shipping.

If the shipment weight exceeds 30 kg, place the goods on a pallet.

Goods placed on a pallet must be securely attached and properly protected.

Detailed pallet securing rules can be found on page 11 of the Service Guide.

### **Sheets, boards, posters, banners.**

When shipping large sheets, boards, or similar materials, roll them into a tube.

Place them in a cardboard tube of appropriate length.

Make sure the tube is sturdy and properly protects the contents against crushing and damage.