
PACKAGING INSTRUCTIONS



It is really important to package your items properly to protect your parcel on its journey. To this end, please read these packaging instructions and useful hints how to prepare the items to be delivered. Choose the packaging and cushioning materials carefully to withstand the impacts which the parcel may get during handling and delivery process. Please note that the 'Fragile' sign alone on the packaging is not sufficient.

OTHER INFORMATION:

- Use undamaged boxes with solid walls
- Use the right quantity of cushioning material
- Attach the shipping label on the top of the box where it can be scanned easily
- Maximum weight of parcels for road delivery is 40 kg / parcel
- Maximum weight of parcels on pallet is 600 kg / pallet, and maximum pallet size is 800×1200 mm, and the goods must not be higher than 1700 mm ((including the pallet base)



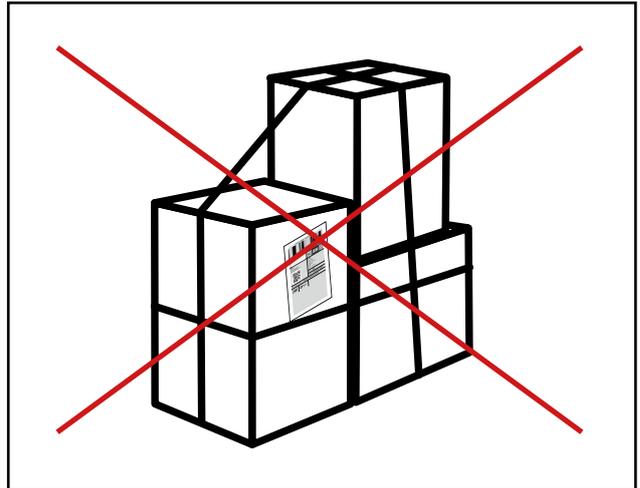
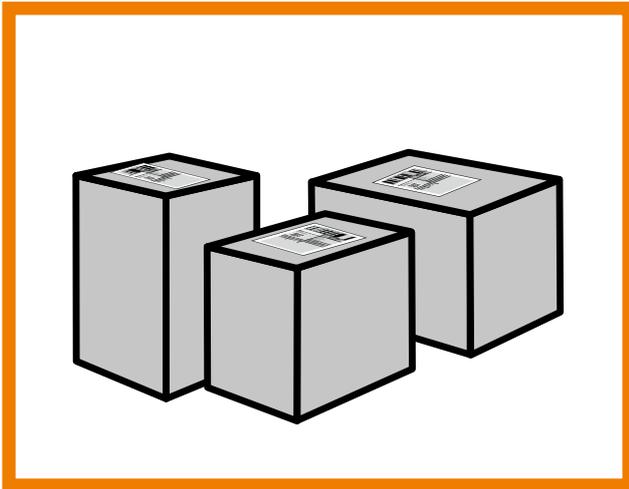
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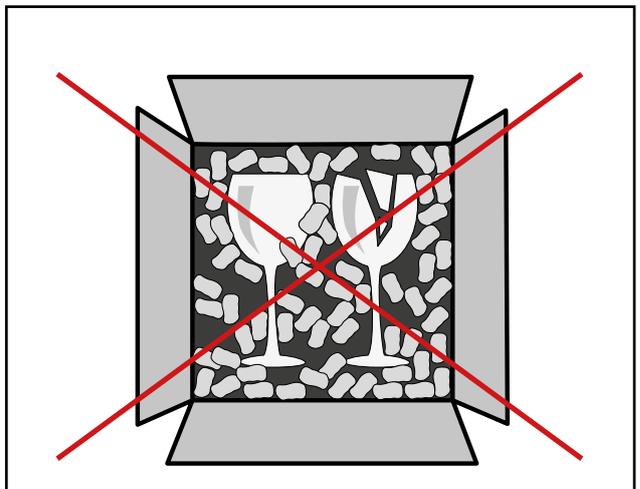
1. Strapped parcels

No parcels of two or more boxes strapped or shrink-wrapped together will be picked up by our courier. Please do not strap boxes together. Each box must be sealed and labelled separately.



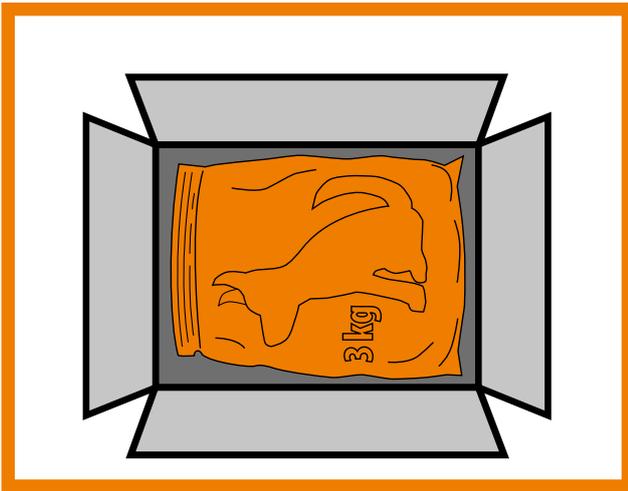
2. Cushioning material

To protect your items, use the CORRECT and SUFFICIENT cushioning material which will keep your items safe during sorting and delivery.



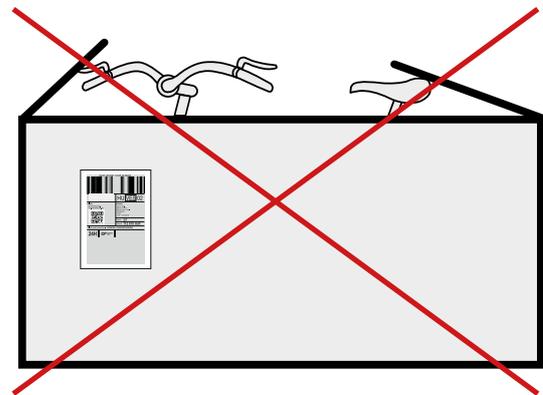
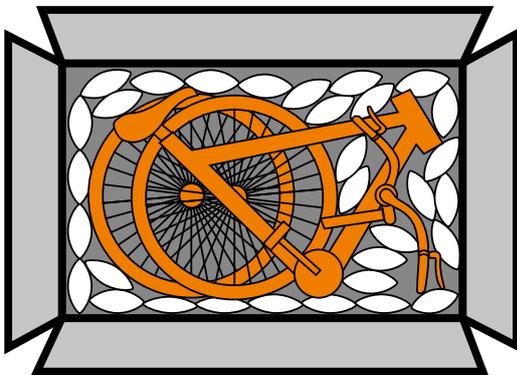
3. Goods in bags

If you have goods in bags to be delivered, please put them in a cardboard box to prevent damages during handing and sorting.



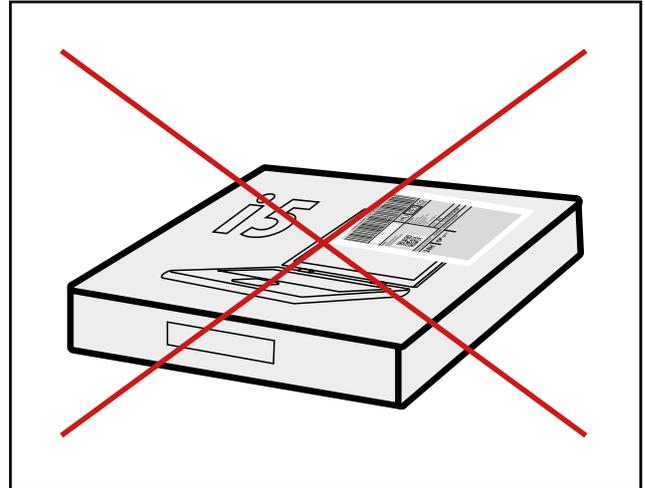
4. Parts hanging out of the parcel

Items that are dangerous by their shape and/or other properties (e.g. unpackaged parcels, protruding parts, sharp edges, or hidden dangerous goods etc.) and can cause injury or damage during transit are forbidden. Make sure to put your item in a box with the right size.



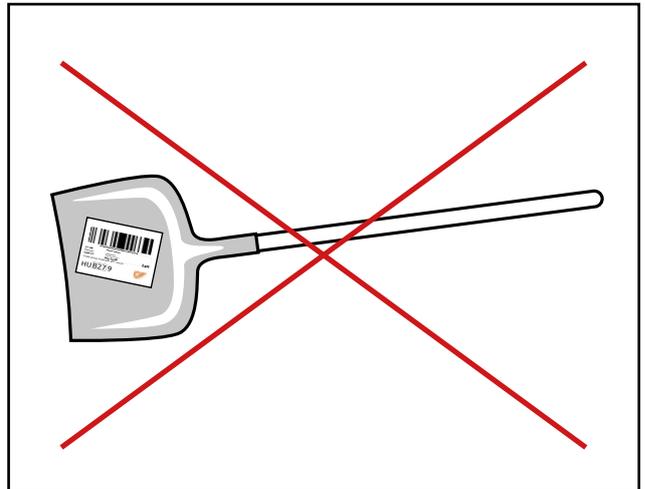
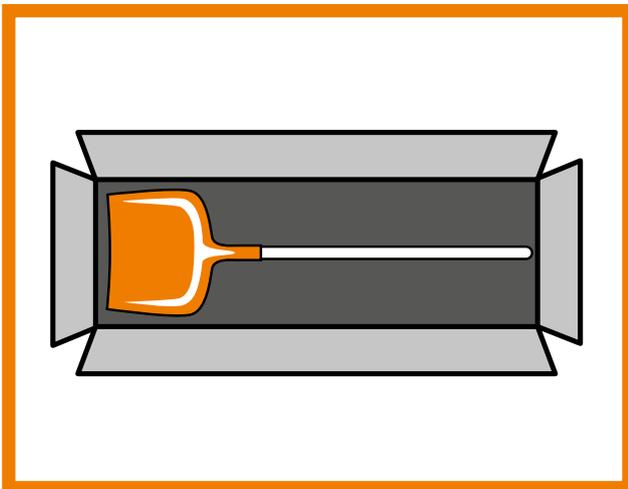
5. Extra packaging

If the packaging is a part of the product, please put the product in an extra box providing additional protection during sorting.



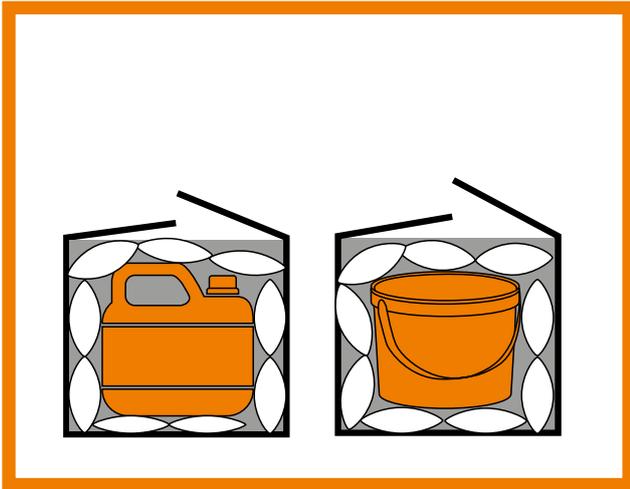
6. Unpackaged goods

Unpackaged goods can be easily damaged during sorting and they are dangerous too. Please always use proper packaging.



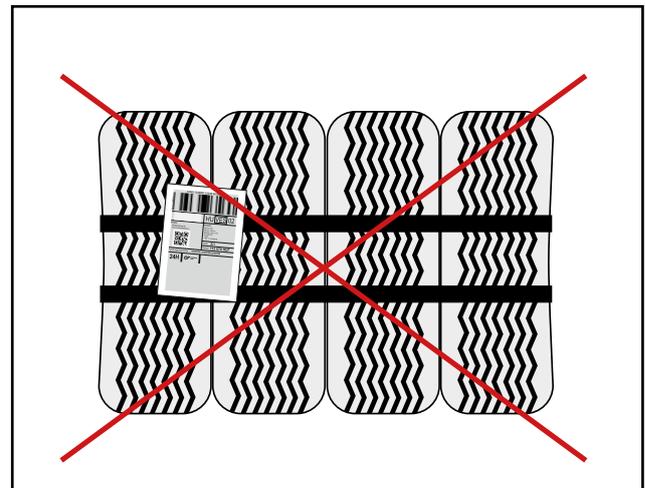
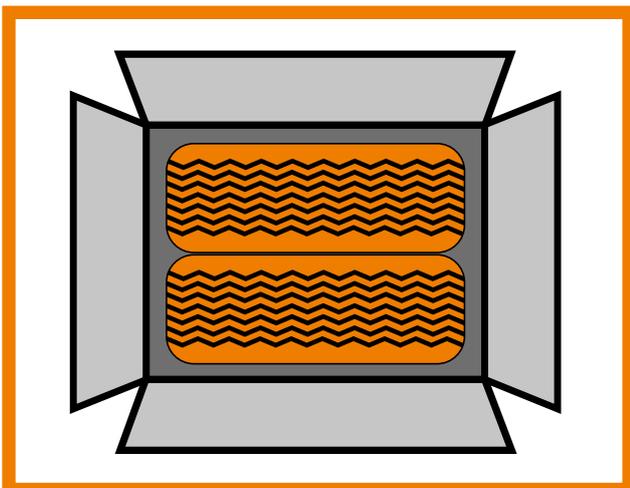
7. Buckets/cans/fire extinguishers

Barrels, cans, and/or bottles containing liquid and bagged goods that may become instable or fall of the conveyor and capable of causing injury or damage are considered non-conveyable items. Make sure to package such item in a suitable cardboard box and use cushioning material to fill empty spaces.



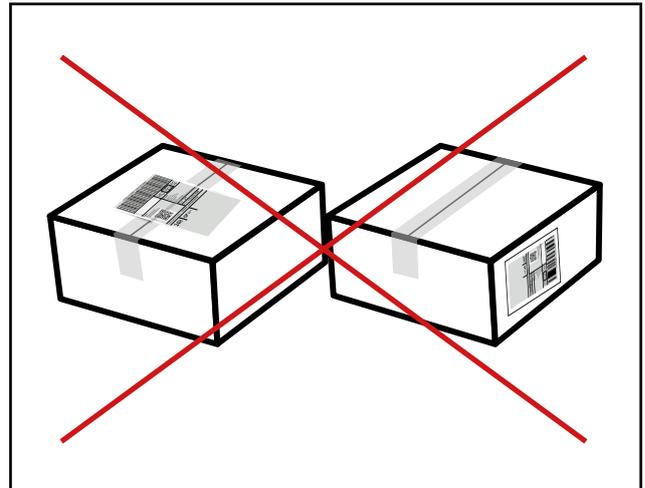
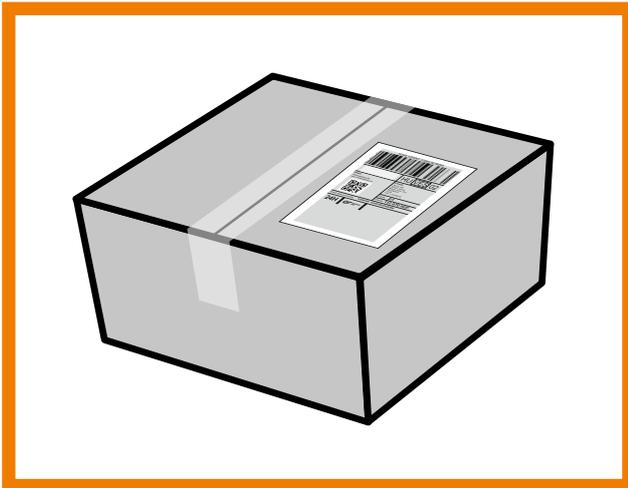
8. Tyres

Do not strap or shrink-wrap tyres, but package them in cardboard boxes.



9. Labelling

Attach the label on the top of the box along the long side to make it easier for the scanner to detect during sorting. Self-adhesive labels must be attached firmly not to come off during handling. Never attach the label to the seal tape on the top of the box, because it may get wrinkled and therefore impossible to scan.



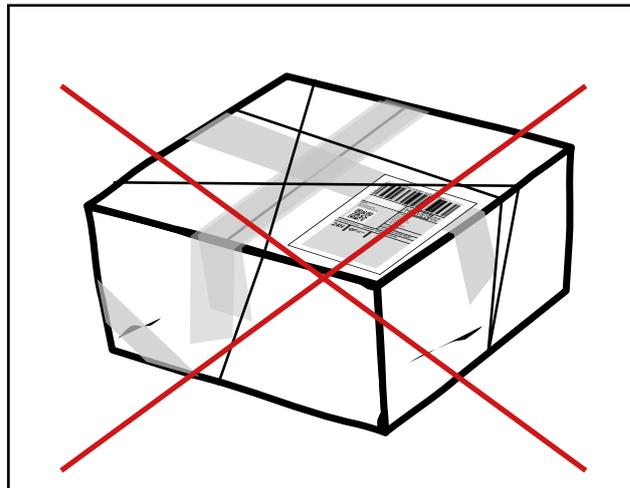
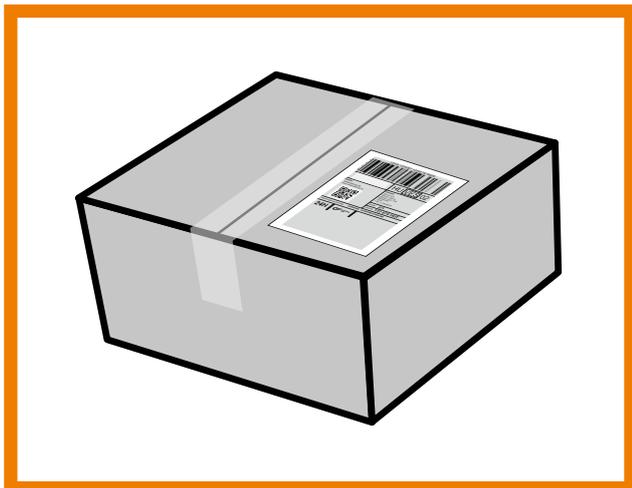
10. Shipping label quality

Always pay attention to printing quality of labels. All signs must be clear and legible, avoid blurring, fading, streaking. Do not cover the label with packaging material, foil. Always attach the label on the top of the box.



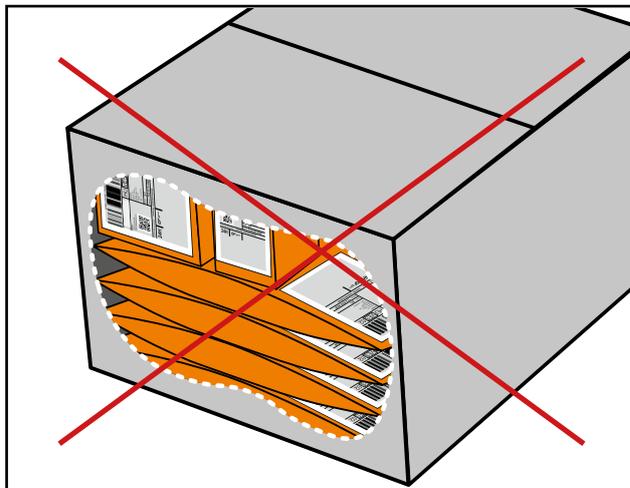
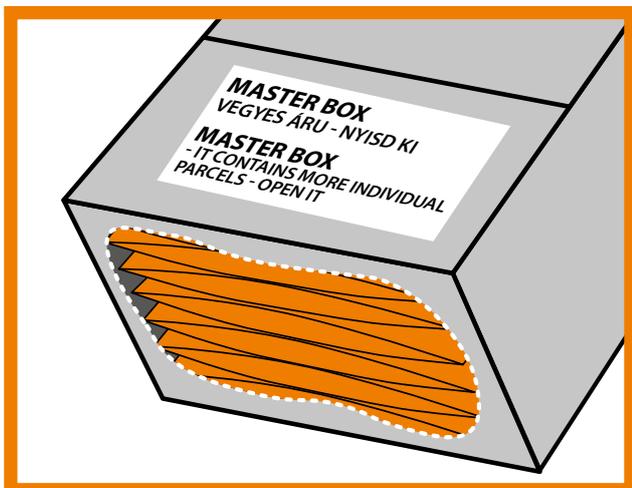
11. Poor packaging materials

During sorting, parcels pass along roller conveyors and must endure several impacts. To protect your item, always package them properly.



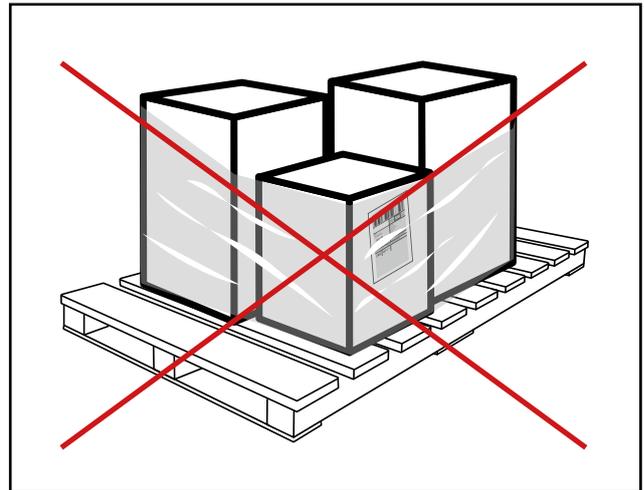
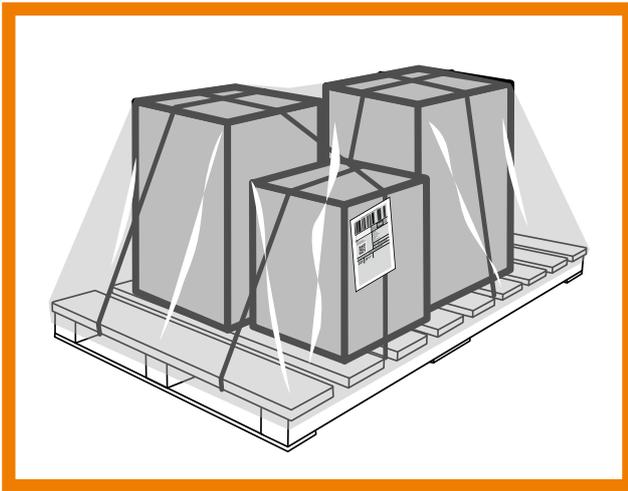
12. Master box

In case of mixed goods, please attach a label with the sign below on the box. A master box must contain several parcels packaged identically (e.g. envelopes).



13. Single-address pallets

Single-address pallets must be shrink-wrapped properly and have the label in a clearly visible position. Wrap all sides as well as the top of the pallet with foil to keep all items safe and secure during sorting.



14. Pallets

Sender must fasten and secure parcels weighing more than 40 kg on a 800x1200 mm pallet.

Maximum weight of parcels on pallet is 600 kg/pallet, maximum pallet size is 800x1200 mm, and the goods must not be higher than 1700 mm (including the pallet base).

