

# Useful Packaging Guide



**Irregular Shapes** need extra protection, and should ideally be secured to a pallet for added stability and ease of handling.

**Highly Finished Objects** should be well padded to prevent abrasive damage. This covers items of luggage such as briefcases which may be affected by soiling or marking from adhesive labels.

**Metal Objects** must never be sent without proper packaging and wrapping to protect our staff from injury and other customers' goods from potential damage.

**Mechanical Parts/Engineering Equipment** must be drained of oils and fluids before being packed. They must be secured to a pallet and covered to prevent damage to other items.

**Fragile Items** particularly those sensitive to vibration or shock - must be well wrapped and placed as far away from the edges of the box as possible, with ample cushioning. Please use "Fragile" stickers so we know to take extra care.

**Sealing** should be carried out with good quality parcel tape to prevent packages bursting open.

**Documents** should be placed in a sturdy envelope before being put in a Business Post pack. This will give your package better protection during transit. Ensure compact discs and computer discs are placed in a protective envelope before being put in the pack. Do not overfill or ship excessive weight in packs. Do not ship liquids or fragile contents in packs.

**Bottles & Liquids are exempt from cover** (please see terms and conditions). However, if they are approved to carry, they need to be contained in customised packaging which minimises movement and the potential for damage.

**Paint & Ink Cartridges are exempt from cover** (please see terms and conditions). However, if carriage is approved, Business Post will not accept tins of paint or thinners unless packed in cartons, according to Packaging Standard EC 1220483.

**Pallets** Goods on pallets should be evenly stacked and items secured with shrink wrapping, strapping or banding. Load boxes directly on top of each other. Do not interlock or "brick" boxes. Boxes overhanging the pallet are prone to damage. "Pyramid" stacking exposes contents to damage from other shipments.

**Pallet Definition** A pallet is defined as a consignment of one or more items collected from a customer on a pallet of variable size going to a single address; or a consignment with a total volume in excess of 1.5 cubic metres going to a single address.

**Perishable Goods are exempt from cover** (please see terms and conditions). However, subject to approval they should be packaged in containers that will ensure their safe transit over a period of no less than 24 hours.

**Important information:** Claims for damage where that damage is only to the packaging and not to the contents being shipped will be rejected.