

# FREIGHT PREPARATION AND PACKAGING



# GUIDELINES



For more information on packaging guidelines, visit [teamglobalexpress.com](https://www.teamglobalexpress.com)

# At Team Global Express, the safety of our customers and people is paramount.

We pride ourselves on ensuring the safe and on-time delivery of your freight. Our worldwide reach extends to over 220 countries delivering freight in all shapes and sizes, ranging from documents and parcels through to large and palletised freight.

Your freight travels long distances across Team Global Express's extensive network. The journey starts from when the freight is picked up, loaded into a vehicle, vessel or aircraft, placed onto one of our conveying systems and delivered to its final destination.

This document provides general guidance and examples of recommended packaging and labelling methods. To assist in ensuring the timely and safe transport of your goods, it's the responsibility of the sender to adequately package and label their freight. Team Global Express reserves the right to refuse pick up if the package is unsafe or if the label is insufficient for transport.

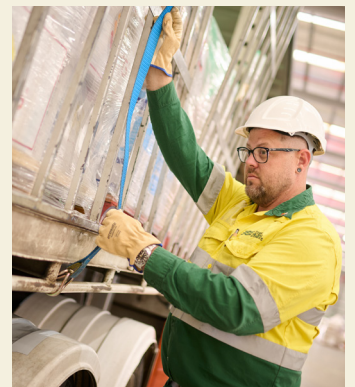
All freight should:

- Eliminate the risk of injury to those handling and receiving the goods
- Be able to withstand being transported over long distances
- Provide sufficient protection to minimise the risk of damage to the contents
- Clearly display shipping details

## Want to help us get your package to its destination swiftly and safely?

It's easy as ...

1	2	3
<b>Assess</b> <ul style="list-style-type: none"><li>• Consider the weight of your freight to ensure the packaging can adequately support its contents</li><li>• The type of freight (e.g. liquids) which require specific packaging</li><li>• Any packaging related regulatory requirements (e.g. transport of dangerous goods)</li></ul>	<b>Pack</b> <ul style="list-style-type: none"><li>• Always use quality packaging material</li><li>• Ensure the inner and outer packaging is suitable</li><li>• Your freight should be securely packed in a satchel, carton or on a pallet</li></ul>	<b>Seal and Label</b> <ul style="list-style-type: none"><li>• Use quality tape and H taping method to secure cartons</li><li>• Ensure the correct details are on the consignment note and apply an address label on each item</li><li>• Make sure the label and barcode are clearly visible</li></ul>



# Assess your packaging requirements

Parcels are often handled manually, placed on sortation systems, consolidated onto pallets and loaded and unloaded using forklifts.

Before you start packing, make sure you assess your packaging needs to protect your shipment from damage and additional charges.

## Here are a few points for you to consider



 <b>Weight</b> Ensure the packaging is of adequate strength to support the weight of your freight	 <b>Size and Shape</b> Additional care (e.g. extra wrapping and protection) is required for irregular shaped or sharp items
 <b>Regulations</b> Items that are regulated (e.g. dangerous goods) may require specialised packaging or additional packaging requirements	 <b>Intended Use</b> For packages intended for retail use, be sure to use quality packaging and overpacks to prevent cosmetic markings
 <b>Type of Freight</b> Some items may require specific packaging materials, techniques and handling labels (e.g. shipping liquids)	 <b>Fragility</b> Fragile items require additional protection (e.g. cushioning or protective padding)



# Packaging materials

We take great pride in making sure your goods arrive on time and in optimal condition, whether you're shipping car parts, electronics or industrial machinery. You can help us make sure your shipment reaches its destination safely by using sturdy and appropriate packaging.

Packaging comes in all shapes and sizes, so when it comes to protecting your freight from damage, it's important to select the right type of packaging material for your item. Bubble wrap, foam peanuts, air bags and cardboard dividers are some common examples of internal packaging materials.

 <h3>Bubble Wrap</h3> <ul style="list-style-type: none"><li>• Provides cushion protection against shock and vibration</li><li>• Use multiple layers to wrap individual items</li><li>• If required, use packing tape to secure the bubble wrap to the item to prevent moving in transit</li></ul>	 <h3>Air Bags</h3> <ul style="list-style-type: none"><li>• Used primarily as void fillers for lightweight items</li><li>• Designed to prevent contents from shifting within a box during transit</li><li>• Not recommended for items with sharp edges</li></ul>	 <h3>Foam Peanuts</h3> <ul style="list-style-type: none"><li>• Can be used when double boxing items as it provides good protection against shock, vibration and movement within a larger box</li><li>• Ensure the box is filled from the bottom to the topped or sharp items</li></ul>	 <h3>Inserts and Dividers</h3> <ul style="list-style-type: none"><li>• Inserts are used to hold items securely in place within a box</li><li>• Dividers are used to keep items separate and stable in a box</li><li>• Ideal for fragile items such as glass bottles or multiple items within a box</li></ul>
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## Outer packaging

**Choosing good quality and suitable packaging ensures that your freight remains safe throughout its journey.**

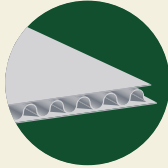
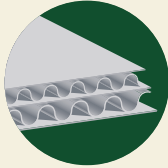
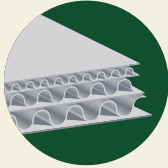
Packaging must be designed, constructed, filled, secured and strong enough to withstand the normal conditions of transport and handling, as items are moved between various vehicles or aircraft and automated sortation systems.

We do not recommend reusing old boxes as packaging loses its integrity after several uses.

When selecting a box, you will need to take into consideration the weight of the item, size of the parcel and strength of the carton.

Refer to the following guide for box construction.

### Suggested box strength

		
<b>Single Wall</b> Light weight items less than 10kg	<b>Double Wall</b> Fragile or heavy items (10 - 25kg)	<b>Tri Wall or Specialised</b> Heavy items over 25kg

**INSUFFICIENT PACKAGING CAN HAVE THE POTENTIAL TO CAUSE INJURY TO PEOPLE, PROPERTY AND THE COMMUNITY.**



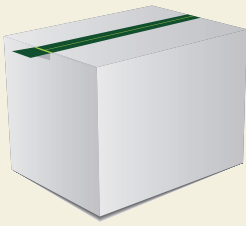
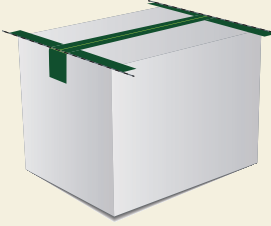
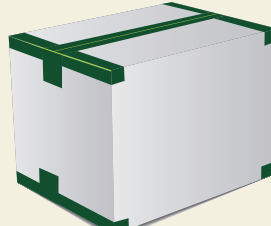
**TOGETHER WE CAN ENSURE THE SAFE TRANSPORT OF YOUR FREIGHT.**

# Seal

A good seal helps to protect and reinforce the strength of your package. The type of adhesive tape you choose and how you seal your parcel makes a big difference in protecting your parcel from getting damaged during transit.

## Sealing with the H taping method

For general use, Team Global Express recommends using good quality polypropylene tape (brown plastic tape) of at least 48mm width. When sealing corrugated boxes, apply tape on all seams using the H taping method.

Step 1	Step 2	Step 3
Apply tape across the length of the top flap	Apply tape across all seams, forming a H-shape	Apply tape across the top and bottom seams for strength
		



# Shipment Labels

Displaying the shipment address details accurately and clearly helps ensure the timely delivery of your item to its destination.



### Remove old labels

Ensure any old labels, barcodes and marks are removed or defaced to avoid items going to the wrong destination



### Print new shipment labels

We recommend using quality adhesive paper to print new shipment labels. If using plain paper, place the labels in a clear document pouch. Ensure the delivery address and barcode are clearly visible



### Accurate shipment labels

Include the business / company name (or persons name if being sent to a private address), full delivery address, contact details (the receiver's name and phone number) and any delivery instructions are on the labels



### Spare label

Place a spare label inside the package to help us identify your shipment should the original label get damaged



### Clean and dry surface

Make sure that the surface, where the label is to be applied, is clean and dry



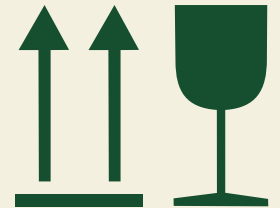
### Position the label correctly

Apply the shipment label securely on the largest flat surface, avoiding the seams and edges and ensuring that the barcode is affixed firmly, flat (not wrinkled), not covered by tape, wrapping, straps or other labels

## Handling Labels

Assist us to appropriately transport, handle and store your freight by using the applicable handling labels such as "This Way Up".

Please apply 'heavy' labels on any items over 15kg. Where possible, the label should be positioned next to the shipment label.



## Skids and Oversized

For safety, items exceeding 40kg must be palletised or secured to a skid for forklift handling within our network.

Deliveries of items over 30kg may require a tailgate and/or two-person assistance, depending on the receiver's ability to handle palletised freight.

We prioritise safety. If freight cannot be safely loaded, drivers may require assistance or equipment. We will always return to collect your freight.

# At Team Global Express, we're committed to providing safe transport of dangerous goods and adhere to rigorous standards to ensure the safety of our people and community.

Dangerous goods are substances or articles that pose a risk to people, property or the environment, due to their chemical or physical properties.

Dangerous goods can be found in everyday products such as cigarette lighters, aerosols, lithium batteries found in electronic goods and household cleaning products.

As a leading transport company, Team Global Express adheres to the International Air Transport Association Dangerous Goods Regulations, Australian Dangerous Goods Code and Regulations for Road and Rail Transport, International Maritime Dangerous Goods Code for sea freight and any regulations imposed by other regulatory bodies.

Whether you're shipping dangerous goods domestically or internationally, you must ensure your shipment is safe and compliant with the requirements specified by the relevant regulatory bodies.

The shipper is responsible for correctly declaring, packaging, marking, labelling and providing the required dangerous goods paperwork for

transportation by air, road, rail or sea. In some instances, approval may be required in order to transport dangerous goods within Australia. For more information, please contact us.

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It is the responsibility of the Sender / Shipper to ensure compliance with all relevant laws, regulations and ensure freight is suitably and sufficiently packaged for transport. All services are subject to the terms and conditions outlined in the Terms of Service - <https://www.myteamge.com/documents/d/guest/tge-service-conditions>



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TEAMGLOBALEXPRESS.COM**