

# CARTONS AND PARCELS

## Freight Preparation and Packaging Guidelines

**Packing your goods into cartons and parcels? This document outlines safe and efficient ways to package your fragile and non fragile freight.**

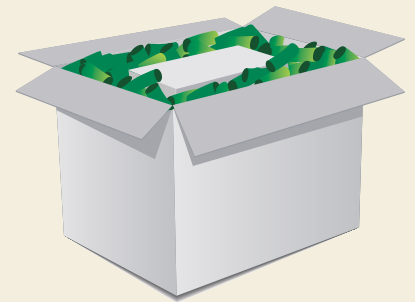
### Non Fragile Items

- Ship non fragile items inside a rigid corrugated fibreboard box and use 'Single Box' packing method
- If required, use void fillers to stabilise items - bubble wrap, air bags or foam peanuts are ideal
- Ensure sharp items or items with sharp edges are adequately protected to avoid the possibility of piercing the packaging



### Fragile Items

- Use double wall boxes for fragile or heavy items
- Wrap fragile items individually before placing them in the inner box
- Use 'Box in Box' packing method. Place the box inside an outer box, leaving at least a 5 cm gap between the inner and outer box
- Void fillers like bubble wrap, air bags or foam peanuts should be placed at the bottom of the box, around the sides of the inner box and on the top for added protection
- Close and tape the box using the H taping method



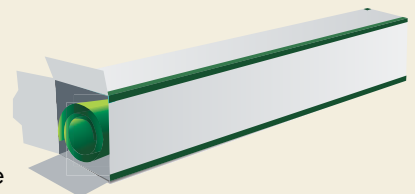
### Cartons

- Always take into consideration the weight, size and type of item you are shipping to determine the right box size and strength
- Contents must be tightly packed. Completely fill any void spaces with inner packaging material to avoid contents moving during transit which can cause damage to both the contents and box
- Never interlock the flaps of the box as it reduces the strength of the carton
- For extra protection, ensure all the seams are sealed using H taping method



### Mail Box

- For large promotional material or cylinder shaped items, consider placing it inside a square or triangle mail box instead of cylinder tubes to increase stability and reduce movement during transit
- For added protection, place tape across the top and bottom seams
- Apply the consignment label to the largest flat surface and avoid wrapping the barcode around the edges



## Tips and advice

- Ensure you use high quality corrugated fibreboard boxes for all shipments
- Make sure you choose the right sized box and fill any void spaces. Under-filled boxes may collapse when handled in transit
- Do not over-pack the box as this can cause the items to spill out. Break down packages into two or more smaller cartons instead of one heavy carton
- Avoid using straps to secure loose cartons under 30 kg, as it can damage our sortation systems and cause injury to our people
- Ensure the packaging is suitable for the weight and type of shipment



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