

Guide to Proper Packaging

Retail Products

When sending an item within original supplier packaging you often want to protect the vendor retail packaging as much as you do the contents. Our guidelines below will help you achieve both.

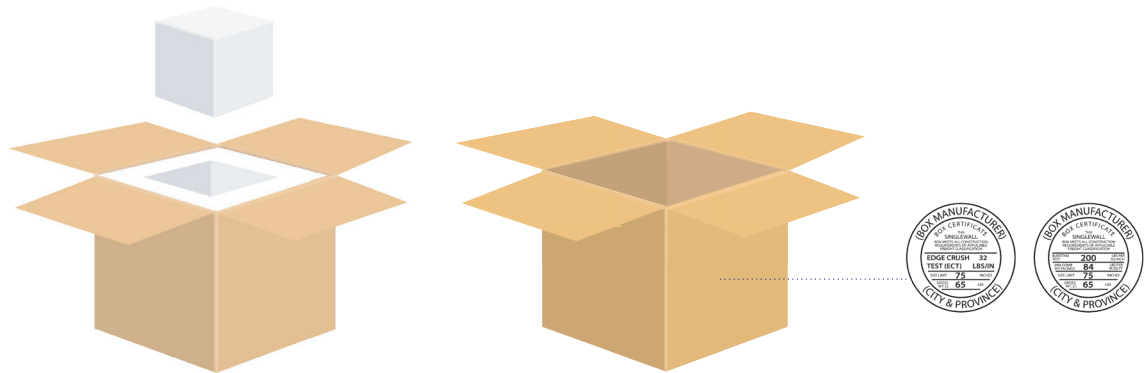
Protect the Items

- Wrap items separately with at least 3" (7.6 cm) thickness of air cellular cushioning or foam and ensure the wrapped product fits snug inside a sturdy corrugated box.
- Ensure that the items do not come in contact with one another.
- Follow the "Pick the Right Box" instructions on p. 3 and place the items inside.
- Wrap the inner box with a minimum of 3" (7.6 cm) of cushioning.
- Place the retail package into the over box, which should be at least 6" (15 cm) larger in length, height and width.
- Be sure to restrict product movement and fill voids with filler such as crumpled kraft paper, loose fill peanuts or air cellular cushioning.
- Follow the "Seal the Box Securely" instructions.
- Securely pack non-fragile items in a poly mailer bag by filling any empty spaces with a minimum 3" of cushioning material and sealing the bag tightly to prevent accidental opening during shipping.



Pick the Right Box

- Use a new corrugated box (avoid using old boxes) that's free of any punctures, tears or corner damage, and ensure all its flaps are intact.
- Ensure the weight of the contents does not exceed 50% of the gross weight limit indicated on the Box Manufacturer's Certificate on the box.
- Ensure the box is rated at a minimum Edge Crush Test (ECT) value of 32 lbs./inch or bursting test of 200 lbs./sq. inch, as indicated on the Box Manufacturer's Certificate.



Seal Boxes Securely

- Apply tape to a clean dry surface only.
- Use pressure-sensitive adhesive tape (packing tape), water-activated reinforced tape, or water-activated paper tape (minimum 60-lb [27-kg] grade) that measures at least 3" (7.6 cm) in width.
- Do not seal the package using masking, cellophane, scotch or duct tape.
- Do not put string, plastic strapping, elastic bands or paper overwrap around the package.
- Seal all flaps and seams securely using the following H taping method to prevent accidental opening during shipping:
 1. Apply first strip to seal the centre seam.
 2. Overlap a minimum of 4" (10 cm) on either side of the box.
 3. Seal the edge seams on both ends with two strips of tape.
 4. Repeat the process for the top of the box.

