

## Packing Advice

Time Definite Express Ltd is committed to delivering your shipments with speed and care. However, shipments are handled regularly, by both people and machinery and can pass through many locations as they make their way to the consignee's door. In order to make sure your shipments arrive in the best possible condition, here is some helpful advice on packing.

Please note that Time Definite Express Ltd will accept no liability for the packaging advice it provides. The customer remains responsible for ensuring packaging is adequate for transportation.

### The DO's

- Choose the size of the package according to its content. Under-filled boxes are likely to collapse; overloaded ones may burst.
- Always use high quality materials for your shipments. Consider strength, cushioning, and durability when selecting your wrapping supplies.
- Choose boxes made of corrugated cardboard, with good quality outer liners. Use heavy-duty double-layered board for valuable items.
- Make use of cushioning materials, especially to stop your packaging contents from moving.
- Use strapping, when suitable, as a good way to seal and secure your box. Use strong tape if a strapping machine is not available.
- Put fragile goods in the centre of a package; ensuring they don't touch the sides. Your item should be well cushioned on all sides.
- Ensure liquids are stored in leak-free containers, packed with a lightweight, strong, internal material (for example, Styrofoam) and sealed with a plastic bag. Always remember that bad packaging may cause damage to surrounding items.
- Seal semi-liquids, greasy or strong-smelling substances with adhesive tape, then wrap in grease resistant paper. Always remember that bad packaging may cause damage to surrounding items.
- Place powders and fine grains in strong plastic bags, securely sealed and then packed in a rigid fibreboard box.
- Use "arrow-up" label for non-solid materials.
- Repack your gifts properly. Many goods sold in attractive packaging may not be suitable for shipping.
- Use triangular tubes not round tube-type cylinders to pack rolled plans, maps and blueprints.
- Remember to pack small items in flyer bags appropriately.
- Protect your data discs, audio and video-tapes with soft cushioning material around each item.
- Complete the address clearly and completely, using uppercase letters when handwriting labels.
- When shipping sharp items ensure that you fully protect the edges and points. Heavy cardboard is suitable for this. Fix the protective material securely so that it cannot be accidentally removed in transit.
- Always use cardboard dividers when sending flat, fragile material (such as vinyl records).
- When re-using a box, remove all labels and stickers. Ensure that the box is in good shape and not worn out.

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**The DO NOT's**

- Do not use bags made of fabric or cloth.
- Do not over seal your package. Remember that all shipments can be opened by customs authorities for inspection.
- Do not use cellophane tape or rope to seal your shipment.
- Do not consider "Fragile" and "Handle with care" labels as a substitute for careful packaging. They are only appropriate for information purposes.