

Packaging Guidelines

We understand the importance of your shipment arriving safely and securely. As it may be exposed to adverse environments caused by weather conditions and transport vibrations, we recommend the following guidelines should be considered before sending any shipment.

External Packaging

Generally, the most suitable form of packaging is a corrugated box. However, the more times a box is used, the more its protective qualities are lost. So therefore, a previously used box may not adequately protect your shipment. If you are sending heavy goods, we recommend using new double walled corrugated cartons.

Should you decide to reuse a box, please use the following checklist:

- Is it rigid?
- Is it in excellent condition?
- Does it have any punctures, tears or corner damage?
- Are all the flaps intact?
- Are all the old markings removed?

Original Manufacturer's Packaging

The original manufacturer's packaging is usually designed for palletised distribution and therefore it may not be sufficient to send your item through a parcel delivery network. Only if it has been especially designed to withstand impact and is in a new condition should it be used.

Double Boxing

We advise that all electronic equipment should be double boxed using original manufacturer's packaging if possible. Always ensure that the original packaging is in good condition and that the internal foam is not damaged. For the external box, please use a new corrugated carton that is at least 15cm longer, wider and higher than the original manufacturer's box.

1. Fill the bottom of the new carton with at least 7cm of cushioning such as loose fill expanded polystyrene 'flowpak' or other suitable material. Do not use crumpled or shredded paper.
2. Place the original manufacturer's box on top of the cushioning material and in the centre of the new carton, allowing for at least 7cm of cushioning around the remaining five sides of the package.
3. Fill the remaining empty space in the package with more cushioning material.

Secure Your Package

Correct sealing of your box is essential for the safety and security of your consignment.

To close a box securely, do **not** use:

- masking tape
- cellophane tape
- duct tape
- string
- paper over-wrap

We advise using a strong polypropylene or PVC "box sealing" tape, 5cm or more in width.

Internal Packaging

It is important that the contents of your package are cushioned properly. Ensure that each item is wrapped separately. Fragile articles need both suitable separation from each other and clearance from the corners and sides of the box. We recommend leaving a space of at least 5cm between the outer container and the product inside. This space should be filled with internal protection of some type.

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Listed below are the most common purpose-made internal packaging products:

Polyethylene Bubble Wrap	To be used in multiple wraps and layers to ensure that the item is completely protected, especially on corners and edges.
Polyethylene Foam	To be used when wrapping delicate items where a soft, non-abrasive and lightweight cushioning material is required.
Inflatable packaging (air bags)	To be used primarily as void-fill material for lightweight items but not recommended for items with sharp corners or edges.
Loose fill expanded polystyrene 'flow-pack'	For use as a void filling material for cases and containers or for lightweight items. Overfill the box, gently close the flaps, and seal securely. Do not use with flat or narrow products that may move to the edge or bottom of the carton in transit. We recommend a minimum of three inches of cushioning be used around contents.
Engineered foam enclosures	This may include expanded polystyrene, polyethylene, polypropylene or copolymers. Enclosures should be pre-engineered for specific products.
Foam-in-Place	Foam-in-Place is foam sprayed into the box or mixed in packets. This is a chemical mixture that expands and forms a protective mould around contents, supporting corners and protects edges.
Corrugated paper rolls and inserts	These may be added to increase strength and improve package performance.
Crumpled Kraft wrapping paper or newspaper	For use primarily as a void-fill material for light to medium weight, non-fragile items. Kraft wrapping paper must be tightly crumpled. Place at least 10 cm of paper between the item and outer box.
Cushion wrap	A single faced corrugated paper coated with cohesive. Ideal for packing of books, CDs, DVDs etc.

Always make sure that you use enough cushioning material so that the contents do not move when you shake the container.

Fragile objects such as electronics, glass and ceramics, require special packaging with added cushioning and/or a double box for safe carriage.

Liquids

Many liquid containers are not designed to endure the transit process, which includes sorting impact, over-the-road vibration and other kinds of package handling situations. The original manufacturer's packaging is usually designed for carriage on pallets, not single-piece consignments. All liquid containers must be securely sealed in order to avoid leaks. Wrap the containers in an impermeable material and add sufficient absorbent material to absorb the liquid in case of breakage. Bottles should be separated using cushioning materials, such as foam or corrugated cardboard, to prevent them touching each other and sealed in a plastic bag to avoid damaging other parcels.

Please note that liquids are not to be sent on the UK overnight parcels and International Courier Service other than by prior arrangement.

* Please note that CitySprint will accept no liability for the packaging advice that it provides. The customer remains responsible for ensuring packaging and labelling is adequate for transportation.