

7 Basic Steps To Packaging Your Shipment

Package your shipment with care in order to insure that it arrives at the proper destination in safe condition. Following these steps will increase the odds of success:

Use a box of proper size and strength. Sounds obvious, but most shipments are damaged in transit because the item shipped was too heavy for the type of packaging used.

Use proper packaging tape. Do NOT use masking tape or electrical tape to seal your package. Those tapes do not adhere to cardboard well and will almost certainly come loose during shipping.

Center your item in its container. Place your item in the middle of the box and surround it with packing peanuts or newspaper or whatever cushion you use to keep the item safe from breakage. Centering the item will keep the box from tipping during transit.

Pack generously. That is, make sure that your item is totally surrounded by packing material. Don't just put a layer of peanuts around an item. Put enough packing substance into the box to keep the item from moving around inside. Package your shipment so that you feel it would be able to sustain a fall of three feet onto a corner of the box. Anything less may invalidate insurance coverage.

Label the package clearly. Use a typed address sticker with the correct street address for delivery. Remember, most companies cannot accept P.O. Box addresses. If you are showing your return address, make sure that it is clear which address is the "ship to" address. High volume delivery companies frequently deliver items right back to the shipper because the instructions were not clear.

Cover up prior address labels. If your company re-uses shipment boxes, its likely that old delivery labels are still on the box. Be sure to take them off or black them out so that only the correct and current delivery address shows.

If your shipment is valuable, do not use the original box. Place the item, box and all, in another less conspicuous box. Seal it so that it looks like any other shipment. During transit, shipments are frequently left on loading docks or in unlocked vehicles. Attractive and obviously expensive items are always vulnerable to theft.

Fleetfoot
MESSENGER
SERVICE

206-728-7700

Fleetfoot Messenger Service
 227 - 9th Avenue N
 Seattle, WA 98109-5119
 Tel 206-728-7700
 Fax 206-682-9558
 E-mail info@fleetfootmessenger.com
 Web www.fleetfootmessenger.com