

# Packaging & Labelling Guidance



**Speedy** Parcels



## Packaging

Use only new, undamaged boxes for shipping. Used boxes are more likely to result in loss of or damage to the contents.

## Packing

Fill gaps but don't overpack. Restrict product movement inside the box using filler like crumpled newspaper, loosefill peanuts, or other cushioning material.

## Taping

Apply tape evenly across flaps and seams to both the top and bottom of the outer box. Use the H taping method.

## Documents

Place delivery information or back up label on the inside of the package.

## Labelling

- Remove old labels, bar codes.
- Ensure your printer is configured, maintained and in good working condition.
- Ensure label is clear and readable.
- Full bar code and address shown.
- Do not apply over corners, seams – flat surface required, ideally the top surface.
- Do not cover the bar code (banding or other labels).
- Torn or labels not affixed securely may become unreadable once in transit.



**Contact us for more information:**

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