

# Packaging tips

## Custom Packaging

Large or odd-shaped items often require specialized packaging. Keep in mind that odd-shaped items may calculate into a far higher volumetric than actual weight. Wasted space created by poor packaging will also push the dimensions higher, which in turn push up your shipping costs. The more stream-lined the packaging is, the lower the cost. Please contact us directly for advice in this regard.

Please bear the following in mind:

- ♦ Consignments of various shape, size and nature are sharing the same space in transit.
- ♦ Bubble wrap does not protect fragile items structurally, since any sharp object or heavy parcel can damage or pierce the bubble-wrap and/or the article. The use of carton sheets or containers is always advisable, while the bubble wrap or foam pellets (packing peanuts) act as a shock absorber.
- ♦ The prime source of support to any parcel is provided by the corners of the container. Previously used boxes or flimsy ones may therefore not be the best choice. If a container is structurally strong, it will adequately support the content.
- ♦ Sometimes items are packed carefully but the box itself has only one piece of tape on the top and on the bottom. Both the top and bottom of the box should preferably be securely taped with tape across the middle seams and the sides in an "H" pattern.
- ♦ Adding 'Fragile' stickers or marker pen warnings (preferably red) are always a good idea to inform the courier accordingly, but do keep in mind that parcels cannot read how the others are labelled. 'Fragile' stickers therefore cannot on their own prevent possible damage when freight shifts in transit due to challenging road or air conditions.
- ♦ **Paintings** and **framed pictures** need a secure, supportive framework to be shipped in, over and above its own decorative frame. We will gladly assist with advice in this regard, which is often very specific to the nature of a specific artwork. Glass is often rejected by the airlines – always contact us, as we can offer advice or where required, refer crating suppliers.

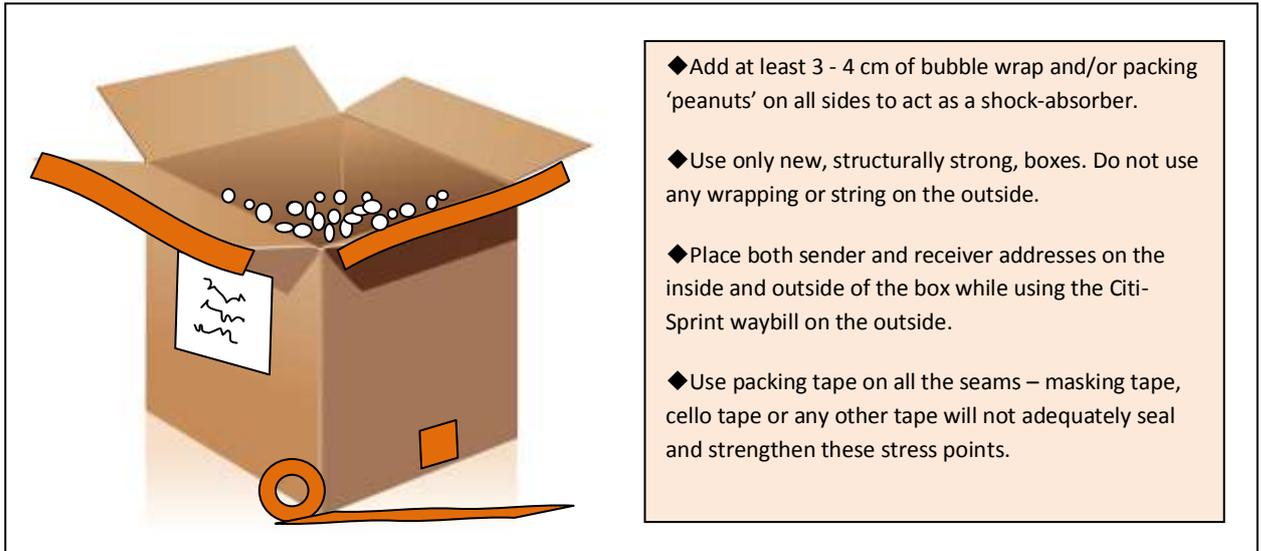
## Packaging Tips

**Please DO:**

- ♦ **DO** include a label on the inside of the package with both the destination address and the sender's address. Remember to include the destination town or city and postcode, as many cities have similar-named suburbs.
- ♦ **DO** include a label on the inside and outside of the package with both the destination address and your package return address. Please include the destination town or city and postcode, as many cities have similar named suburbs.
- ♦ **DO take batteries out of toys, electronics, mobile phones etc, before shipping.**
- ♦ **DO** check with our Operations experts before shipping fragile items.
- ♦ **DO** ship wrapped presents ahead to your destination, especially if travelling by air.
- ♦ **DO** indicate which is the top side of the shipment by means of directional arrows and/or words, for example, 'This side up'.

**Please DO NOT:**

- ♦ **DO NOT** wrap boxes in brown paper or tie with string.
- ♦ **DO NOT** use newspaper or actual popcorn as packaging material.
- ♦ **DO NOT** use old boxes or gift boxes for shipping; they are structurally inadequate.
- ♦ **DO NOT** use duct tape, cello tape or masking tape to seal containers for shipping



## Packaging of Fragile Goods

In terms of our [Standard Trading Conditions](#), Citi-Sprint cc is indemnified against any loss or damage (including consequential damages) arising out of the carriage of fragile goods.

As much as we take every measure to ensure the safety of fragile goods, the responsibility for adequate packaging rests with the client. Clients are advised to clearly label fragile freight, preferably with a fragile sticker, at point of dispatch, as well as notify the operator when you place the collection. Please clearly mark the waybill accordingly under 'Special instructions'. [Click here ... \(How to complete a waybill\)](#)

We recommend you make use of foam padding to cushion contents from any impact that may be caused through handling and transport. Never pack brittle articles together e.g. glass against glass. Please help us to help you by packaging fragile goods correctly – feel free to contact us for further advice.

**Wine:** Please contact us for details on specific packaging available on wine shipments.

## Which packaging materials are best?

There will always be a debate about what packing materials are best. There are many new materials on the market and inventive ways of using available materials.

**The keys to safe shipping are:**

- ◆ **Keep item(S) from shaking or shifting**, i.e. there should be no movement in the box on shaking.
- ◆ **Use materials that absorb vibrations AND impact!**
- ◆ **External materials/boxes must have the strength to hold the weight of your items.** When in doubt, reinforce packing boxes.

## Packing Material Evaluations

Here are some general guidelines on materials:

**Specialised packaging** is available for **wine shipments** – contact us for further details.

**Packing Peanuts** - Highly recommended. Packing peanuts are one of the best packaging materials for absorbing shock available today. These recycle beautifully and do not wear out. They may break to pieces as they absorb impact, but whole peanuts can be used again and again. Static, antistatic, or starch-based all seem to work equally well for glass and pottery items. Please, use caution with starch based peanuts, these do dissolve in water.

**Bubble wrap** - Highly recommended. Comes in a variety of sizes of bubbles, perforated or un-perforated, stick or non-sticky. *Please avoid the sticky type!* Most items can be wrapped in small bubble wrap. Larger bubble wrap is recommended for heavier items that are prone to more movement and shock during shipping.

**Tissue Paper** - Highly recommended for the first layer of wrapping to prevent scratching.

**Newspaper - Not highly recommended for shipping.** Do not place directly in contact with your item. The ink can adhere to the surfaces of your items, and is not a great shock absorber. If used, it should be fresh, crumpled or shredded. Newspaper loses its shock absorbability quickly.

**Blank newsprint** - Use with caution. Often available for very little cost from your local newspaper, makes great wrapping paper and can be used for box "fill".

**Shredded paper** (not newspaper) - Recommended, but use with caution. Can be used to nest lightweight items and between inner and outer boxes. Some find it better for odd shaped items. This paper retains its shock absorption qualities longer than newspaper, and when new and unused, it does not pack down easily and therefore keeps things from moving around in a box. Warning: this paper can add weight to your package and increase the shipping costs.

**Cardboard** - Recommended. Great to add protection during shipping. This can be cut to size to add extra strength to boxes, shaped to add shelves or compartments in existing boxes, and cut and shaped around handles or any other protrusions for added protection.

**Packing foam** - Recommended as an added protection, but not ideal for use alone. This can be a great way to add protection around items or between stacked ones. We recommend using this in combination with bubble wrap, not alone for delicate items. Please check the manufacturer's recommendations of thickness and use.

**Air pillows** - Not highly recommended as a substitute for packing peanuts due to the risk of popping. Use with caution.

**Styrofoam Egg Cartons** - These can be used to hold items inside a box in place or when double boxing, place these inside a larger box. Only use the bottoms, as they are stronger than the top. Just put a layer upside down on the inside bottom of a larger box. They are free and do not add any weight.

**Coffee Filters** - Coffee filters can be a great substitute for tissue paper.

**Cardboard box lids** - Box lids can be cut down for many uses. They are a great source of extra cardboard that is mentioned in tips throughout these pages. They can even be cut in half to create an inexpensive box for double boxing.

**Corrugated hardboard** – Highly recommended. Available on request from Citi-Sprint or contact us for supplier references.