

# HOW IS YOUR PACKAGING?



## External Packaging



### MailPack (MP)

Maximum weight 1kg  
The item must physically fit into the MailPack and not exceed 1kg,  
**No liquids.**

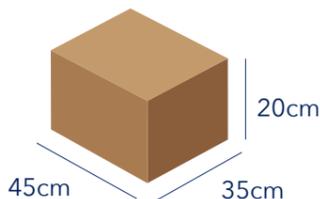


### CourierPack (CP)

Maximum weight 5kg  
The item must physically fit into the CourierPack and not exceed 5kg,  
**No liquids.**

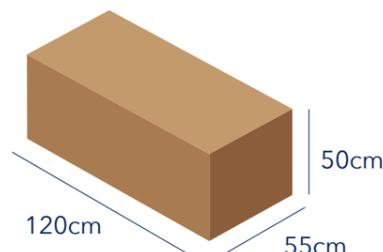
**IDEAL FOR DOCUMENTS**

Mail packs and courier packs are not substitute for external packaging, please remember to package the goods within the packs, ideally items should be placed inside a box. Bags must be sealed.



### LightWeight (LW)

Maximum weight 5kg



### Parcel

Maximum weight 30kg

## Top Tips



It is important to use the correct box size, under filled boxes may collapse and over filled boxes may burst under the pressure.

A 6cm separation between the item and the outer box is ideal, items should not touch the outer wall of the box.

APC recommend not to re-use boxes as they lose their strength and may result in your item becoming damaged however, if you do re-use boxes, please check there are no holes, tears or dents in the box.

Wrap each item separately using bubble wrap or foam wrap and ensure that the item/s are placed in the centre of the box. Fill any void spaces with foam peanuts or air bags.

Always fill any void spaces in the box with foam peanuts, air bags or shredded cardboard. (Please see internal packaging on the left for more information)

Point of sale material display stands should always be packaged within a larger outer box.

Gifts/special occasion presents must always be packaged within a larger outer box.

In order for perishable items to last up to 24 hours, APC recommend using polystyrene containers.

Always use corrugated inserts when packaging liquids (refer to internal packaging information on the left). An "Arrow up sticker" should be applied on the box.

Paint tins should be packaged with lids clipped and always use the H tape seal method (refer to H-Taping on the right) to stop any paint leaking from the box.

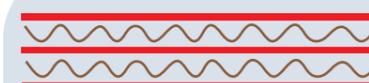
Ensure limited quantities are placed into leak proof containers, then packaged into a good quality box. (Always refer to the material safety data sheet).

## Outer box wall thickness



### Single Wall Thickness

This type should only be used for light weight and non fragile products - up to 5kg.



### Double Wall Thickness

This type should be used for heavier items - 10kg to 15kg.



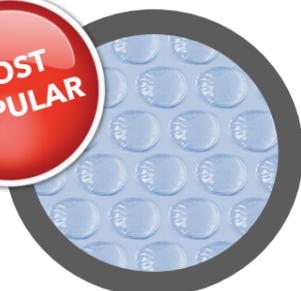
### Triple Wall Thickness

This type should be used for even heavier items - up to 30kg.

**BEST PRACTICE**

## Internal Packaging

**MOST POPULAR**



### Bubble wrap

Great for cushioning of light-weight goods, void filling and protection of the goods. We strongly advise you use multiple layers.



### Foam wrap

Foam wrap is a flexible, lightweight and non-abrasive protective packaging material, you can use foam wrap to layer items in boxes which is especially useful for fragile items.

**IDEAL FOR WINES & SPIRITS**



### Corrugated inserts

Void filler, protection and as a divider. Ideal for bottles and containers



### Crumpled paper & Shredded cardboard

Void filler, can be used on lightweight items to wrap around, protection and can also be used as a divider.

**IDEAL VOID FILLERS**



### Foam peanuts

Good for cushioning, void filling and as a divider, this material is for lightweight

**IDEAL VOID FILLERS**



### Air bags

Void filler.

## H-taping



Step 1 - Apply strip of durable tape along the centre seam



Step 2 - Apply strip of durable tape along both edge seams



Apply more strips of tape for heavier shipments, repeat the H-taping so that both the box's top and bottom seams are sealed

## DON'T FORGET

Before taping, place a document inside the box detailing the to and from address, in case the label is no longer visible.

# LABELS ARE IMPORTANT



## Labelling position & print out of labels

Note: Please remove all old labels if box is being re-used.



Labels on parcels should be placed on the top of the parcel, if a box is being re-used please ensure that all old labels are removed and the surface is clear for the new label to be placed on properly.



Our automated conveyor will not read barcodes that go around corners/aren't flat, ensure that labels are only placed on one flat surface of a parcel.



Ensure that the label is printed correctly and that the print quality is high, low quality printed labels will make it hard for the scanner to scan the barcode presented on the label. Always ensure that the label has white space around the barcodes, and the print is not faded.



Labels should not be placed in a document holder or a plastic wallet as reflections from the plastic means that the sort scanners will not read the barcode,



Strapping should always be placed away from the label.



Strapping should not cover the barcode on the label.

## Object Labelling



Always apply the label across the tube, ensure the barcode is straight and does not overlap.



Do not apply the label at the end of the tube, as the barcode is unreadable.



Canvas surface products must be taped at one end and then label applied on top of the tape.



Do not place the label on the canvas surface as it will peel off easily.

## Mailpack Labelling



Make sure you apply the label in the box provided on the mailpacks.



Ensure that the label is not placed outside the dedicated box area and it is flat and clear to read, creased barcodes will not be recognised by our system and can cause delays to delivery.

## Using Service Stickers



Used to identify items that are timed services - delivery pre 9am, pre 10am and pre noon.



Used to identify items for delivery on Saturdays only.



Used to identify items that must be centrally sorted in the designated high value area only.



Used to identify live fish/coral. (Specific guidelines apply, available from your local depot)



Used to identify items that have fragile/ liquid contents and require sort by hand.



Used to identify items that are over 25kg in weight (maximum of 30kg).