

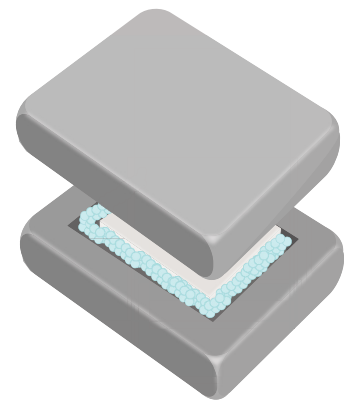
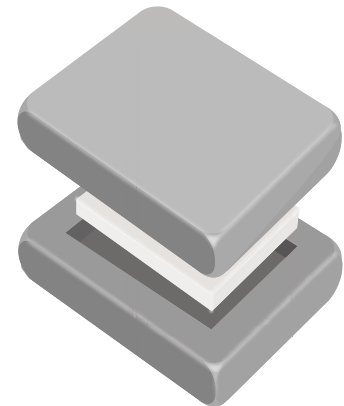
Guide to Proper Packaging

Electronics

Correct packaging for your electronic shipments, such as laptops and televisions, is imperative as these items are both fragile and expensive. Follow these steps to ensure maximum protection through the shipment cycle.

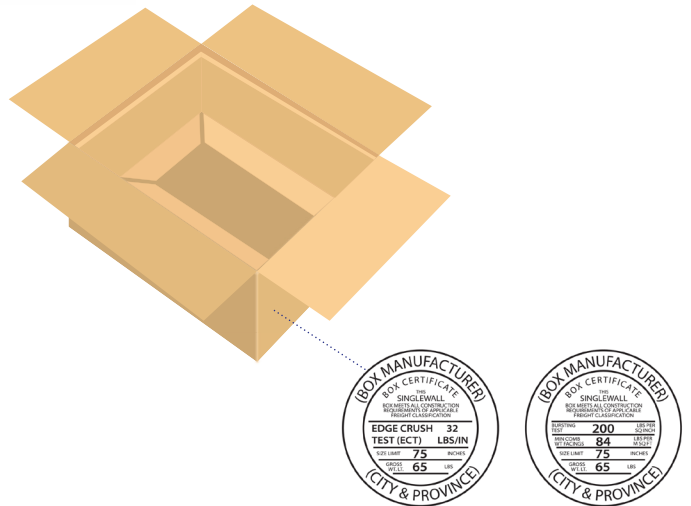
Protect the Items

- Use original manufacturer's packaging whenever possible, especially if it includes a cushioning system.
- However, because reusing original manufacturer's packaging can undermine the integrity of the packaging, over boxing of the original packaging is recommended.
- Examine original manufacturer's packaging to ensure it is intact, that there is no evident buckling or tears and that the cushioning system is not damaged or faulty.
- Pack the item and its parts and accessories into their original designated sections.
- Seal the original packaging with pressure-sensitive adhesive poly tape that is at least 3" (7.6 cm) wide.
- Follow the "Pick the Right Box" instructions.
- Place the sealed original package into a corrugated box that is larger by at least 6" (15 cm) in length, height and width. Layer the bottom, sides and top with at least 3" (7.6 cm) of cushioning materials, ensuring that the original manufacturer's packaging is positioned in the centre of the over box.
- Seal the over box with three (3) strips of 3" (7.6 cm) wide pressure sensitive adhesive poly tape.



Pick the Right Box

- Use suspension packaging that suspends your product in the airspace of a new corrugated box, free of punctures, tears or corner damage. Ensure all flaps are intact.
- Ensure the weight of the contents does not exceed 50% of the gross weight limit indicated on the Manufacturer's Certification Stamp on the box.
- Ensure the box is rated at a minimum Edge Crush Test (ECT) value of 32 lbs./inch or bursting test of 200 lbs./sq. inch, as indicated on the Manufacturer's Certification Stamp.



Seal Boxes Securely

- Apply tape to a clean dry surface only.
- Use pressure-sensitive adhesive tape (packing tape), water-activated reinforced tape, or water-activated paper tape (minimum 60-lb [27-kg] grade) that measures at least 2" (5 cm) in width.
- Do not seal the package using masking, cellophane, scotch or duct tape.
- Do not put string, plastic strapping, elastic bands or paper overwrap around the package.
- Seal all flaps and seams securely using the following H taping method to prevent accidental opening during shipping:
 1. Apply first strip to seal the centre seam.
 2. Overlap a minimum of 4" (10 cm) on either side of the box.
 3. Seal the edge seams on both ends with two strips of tap
 4. Repeat the process for the top of the box.
- Reinforce the areas around any hand holes with poly tape, if the item weighs more than 50 lbs. (22.7 kg).
- Apply a Heavy Weight sticker to the box if the item weighs more than 70 lbs. (31.75 kg).
- Declare the weight on your waybill.

