

PACKAGING GUIDE

(WAYS TO PACKAGE YOUR PARCEL)

Your parcel is our priority and we want it to reach its destination in the same condition you sent it. We employ the best people to ensure your parcel is well looked after, but parcels are handled at many stages of the journey. To make sure your package arrives safe and sound, check out these handy hints and tips.

BOTTLES AND LIQUIDS



(Subject to approval & exempt from cover. Please see terms and conditions)

- Securely seal
- Use customised packaging to minimise movement and potential damage

IRREGULAR SHAPES & POINTED OBJECTS



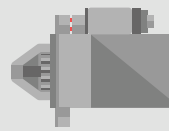
- Use extra protection
- Securely package for safer handling

BOXES



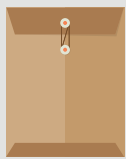
- Choose the right size box (leave about 5cm around the edge of the item)
- Use a strong, rigid box suitable for the weight it will be holding
- Box quality deteriorates if used more than once

MECHANICAL & ENGINEERING PARTS



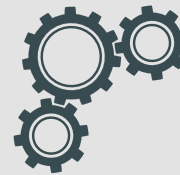
- Drain the fluid
- Securely package
- Cover to prevent damage to other items

DOCUMENTS & SMALL ITEMS



- Place in a sturdy envelope or UK Mail Bagit to give protection
- CD's should be placed in a cover
- Envelopes should not be overfilled

METAL ITEMS



- Use good packaging to protect our staff from injury and other customers goods from damage

FRAGILE ITEMS



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- Must have ample cushioning
- Place as far away from the edge as possible
- Use 'Fragile' stickers so we know to take extra care

PERISHABLE GOODS



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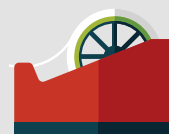
- Package in safe transit containers to last up to 24 hours

HIGH GLOSS ITEMS



- Pad well to protect from damage
- This includes items such as luggage and brief cases

SEAL YOUR PACKAGE



- Use good quality parcel tape to prevent it from opening (avoid cellophane)

INTERNAL PACKAGING



- Use items such as crunched up newspaper, bubble-wrap, inflatable packaging, polystyrene peanuts, foam enclosures, crumpled craft paper, corrugated liners and inserts

If you would like to track the progress of your delivery, then please visit the UK Mail website:

www.ukmail.com/manage-my-delivery