

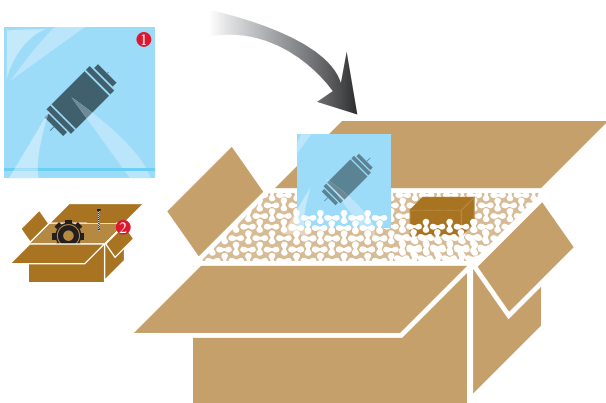
PACKAGING ADVICE AND TECHNIQUES

Packaging Quality Matters

- Avoid using damaged containers or boxes
- Always use high quality wrapping and cushioning/filler materials
- Consider the strength and durability of your chosen packaging
- Always remove old labels and stickers when re-using boxes
- Repack any gifts as decorative wrapping is not suitable for shipping

A. Basic Packing Protection Level: ●○○○

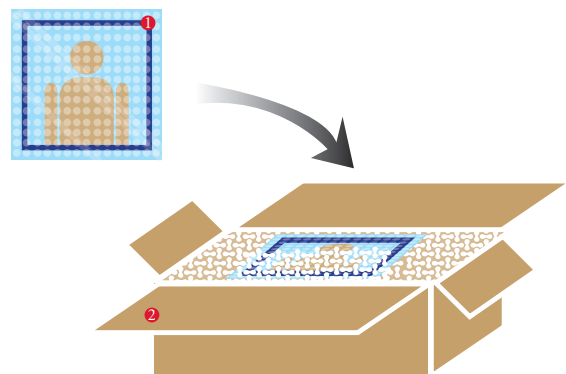
Suitable for non-fragile articles (e.g. printed matters, machinery parts, metal parts)



- 1 Put the article into a plastic bag to minimize effects of humidity and stains.
- 2 Collect small parts such as screws, nails, rails and bearings in a separate sealed container.
- 3 Place 1 and 2 in a container and fill any void space with crumpled paper / Bubble Wrap® / foam peanuts / pad.
- 4 Seal the container

B. Internal Packing Protection Level: ●●○○

Suitable for fragile, large and flat articles (e.g. photo frames, marbles, clocks)



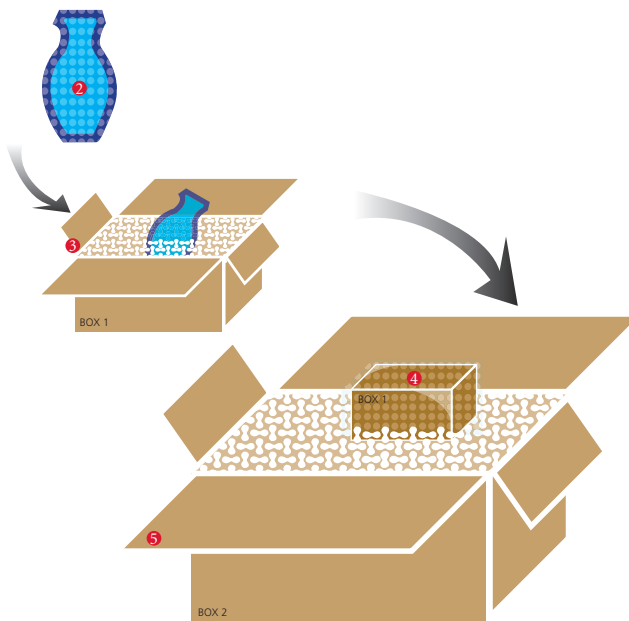
- 1 Fully wrap the article with at least 4-inch thick of Cohesive Bubble Wrap to provide adequate cushioning.
- 2 Place the wrapped article in a container and fill any void space with foam peanuts.
- 3 Seal the container.

PACKAGING ADVICE AND TECHNIQUES

C. Box-in-Box Packing

Protection Level: ●●●

Suitable for fragile, small, thin and irregular-shaped articles (e.g. vases, glasses, lamps, circuit boards)



- 1 Prepare 2 boxes that are of at least 7-inch difference in all dimensions.
- 2 Pad all edges, corners and burrs of the article and wrap it fully with Bubble Wrap.
- 3 Place the article in Box 1 and fill any void space with foam peanuts, then seal it.
- 4 Cushion Box 1 with at least 4-inch thick of Bubble Wrap.
- 5 Place the sealed and wrapped Box 1 in Box 2, fill any void space with crumpled paper / Bubble Wrap / foam peanuts / pad, then seal it.

Tips:

- ! Put masking tape on any glass surface to prevent splintering, in case of breakage in transit.
- ! Use Anti-Static Bubble Wrap for television sets, computer monitors and printers.
- ! Remove all attachments and wrap individually. Wrap printer cartridges separately in a plastic bag to prevent ink or powder leakage.
- ! Use original manufacturer's packaging as Box 1, especially for computers, computer peripherals/servers, video and audio players/devices.