



# ADVICE ON PACKING ITEMS FOR SHIPPING

## INTRODUCTION

Proper packing is essential to ensure your items arrive safely and undamaged during shipping. Whether you're dealing with large, bulky items or small, fragile goods, the right materials and techniques can make all the difference. This guide provides practical advice for packing items of all sizes and types, helping you protect your valuables and simplify the shipping process.

## GENERAL PACKING TIPS

### Use Quality Materials:

Invest in sturdy boxes, strong tape, bubble wrap, and packing paper. Cheap materials may fail during transit.

### Label Clearly:

Include the recipient's address, a return address, and clear instructions like "Fragile" or "This Side Up" where appropriate.

### Seal Properly:

Use strong packing tape to seal all seams and edges of boxes securely.

### Fill Gaps:

Use void fill materials like packing peanuts or crumpled paper to prevent items from shifting inside the box.



## PACKING LARGE AND BULKY ITEMS

### Disassemble Where Possible

- Take apart furniture or large items to make them easier to handle and pack.
- Keep screws, bolts, and small parts in labelled bags.
- Use Protective Wrapping.
- Wrap each component in bubble wrap or foam padding.
- Use moving blankets or corrugated cardboard for added protection for larger surfaces.
- Reinforce Boxes.
- Use double-walled or heavy-duty boxes for extra strength.
- Reinforce corners and seams with extra tape.

### Secure the Item

- Place the item in the centre of the box, surrounded by padding on all sides.
- Use straps or ties for extra stability, especially for items on pallets.



## PACKING SMALL AND FRAGILE ITEMS

- Wrap Individually.
- Use bubble wrap, foam sheets, or soft cloth to wrap each item individually.
- Secure the wrapping with tape to prevent it from unravelling.
- Double Box Fragile Items.
- Place the wrapped item in a small box with padding.
- Then place this box inside a larger box with additional padding in between.



### Avoid Overpacking

- Ensure items have enough padding but aren't tightly packed, as pressure can cause breakage.
- Leave space between items to prevent them from colliding.

### Use Dividers

- For multiple fragile items, use dividers or inserts to keep them separate and secure.
- Special Considerations for Unique Items.

### Electronics

- Remove batteries and pack them separately.
- Use anti-static bubble wrap and padding.
- Ensure the item is snug in the box to prevent movement.

### Glassware And Ceramics

- Wrap each piece with bubble wrap and add extra padding around edges.
- Pack heavier items at the bottom and lighter ones on top.

### Artwork and Mirrors

- Use corner protectors and wrap the entire surface in foam or bubble wrap.
- Pack in specialized art boxes for maximum protection.

### Eco-Friendly Packing Tips

- Use biodegradable packing peanuts or recycled materials.
- Opt for reusable containers or boxes when possible.
- Avoid plastic when alternatives like paper or fabric are available.

### Clothing and Fabrics

- Use vacuum-sealed bags to save space and protect from moisture.
- Avoid overstuffing to prevent tearing.

## CHECKLIST FOR SHIPPING DAY

### Inspect the Packing:

Ensure everything is secure and well-padded.

### Weigh and Measure:

Confirm the package size and weight for accurate shipping costs.

### Label Correctly:

Double-check addresses and include all necessary instructions.

### Photograph the Package:

Take pictures for reference in case of damage claims.



## CONCLUSION

Packing items for shipping doesn't have to be stressful. By following these tips and using the right materials, you can protect your items and ensure they reach their destination safely. Proper preparation saves time, reduces costs, and provides peace of mind during transit.

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