



CRAWFORDS  
• TOTAL GROUND TRANSPORT •

## Helpful Tips When Packing Your Goods

1. Always use strong packaging materials or good-quality boxes
2. Always remove old labels and stickers when reusing boxes, including any hazardous materials & old information stickers
3. Always use the correct-sized box for your items – Remember under-filled boxes may collapse & overloaded boxes may burst. Additionally, if the box is too small, it could burst during transit. Do not use envelopes made of fabric.
4. Place items in the centre of a box with plenty of cushioning, this to stop any possible movement during transit. Use bubble wrap, shredded paper, packaging chips, even old newspapers can be used (this should help with recycling).
5. Data storage media should be protected with the appropriate cushioning, wrapping each item separately. Using original packaging would be preferable as they've been designed for the purpose of transportation.
6. Smaller items should be packed in larger boxes. Some attractive packages such as gifts wrapped, are not always suitable for shipping. These will require separate outer packaging and or additional protection.
7. When shipping wines & spirits, firstly pack bottles into an inner box design for this purpose such as Styrofoam and then add rigid outer packaging for additional protection. Use corrugated foam dividers or cardboard, use bespoke packaging when shipping bottles.
8. Make sure that liquids, semi-liquids and powders or strong smelling substances, are correctly sealed in a leak-free container and further wrapped in strong plastic bags, these should be held securely & upright in a strong box and correctly labelled with 'arrow up' signs'.
9. Always protect sharp items securely, carefully wrapping any scissors/knives to stop them from piercing through packaging materials.
10. Fragile items should be adequately cushioned from the sides and at the bottom of the boxes. Label boxes as 'fragile' and include 'arrow up' stickers this help indicating which way to handle parcels.
11. Use strong packaging tape or a strapping machine to secure parcels (do not use domestic adhesive tape) ensuring sure all flaps are securely fastened.
12. Write all labels clearly (using capitals/printed) so that they are visible.
13. Include both addresses (Shipper and Receiver) including the sender details inside the shipment so that in the event that the outer label becomes detached, our Overnight Team can still deliver your parcel.

**Please note that Crawfords cannot accept any liability for the above helpful tips provided. The customer remains responsible for ensuring that shipment packaging are adequate for use in transportation, but we hope it will help you pack items responsibly and securely for their onward journey.**