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# Packaging Guidelines



Taking the time to carefully package a shipment benefits all involved. When shipments are properly packaged to meet Purolator's requirements and to handle travelling through our sortation systems, we can best meet our objective of getting them to their destinations in exactly the same condition as they were sent. The end result is reduced risk of damage claims, a better relationship with your customers, a helping hand to the environment through reduced manufacturing of corrugated containers to replace damaged ones and fewer reshipments.

Please review our packaging guidelines and tips, or come by one of our Retail Shipping Centre locations for additional assistance and advice, as well as an assortment of boxes and other packaging.

## General Packaging Guidelines\*

- Use a robust corrugated cardboard box with undamaged flaps (refer to the Manufacturer's Certification Stamp to ensure the box strength is sufficient for your shipment).
- Pack heavier items in double-wall boxes.
- Pack fragile items in a sturdy outer box using the double-box method, ensuring at least 3" (8 cm) of cushioning around fragile items inside and on all sides around the inner box.
- Cushion the contents with sufficient materials, wrapping items separately and positioning them away from each other in the centre of the box.
- Put small packages, chipboard boxes (gift boxes), and items that may be damaged by normal handling in an outer corrugated cardboard box for added protection.
- Put containers filled with liquids in an upright position

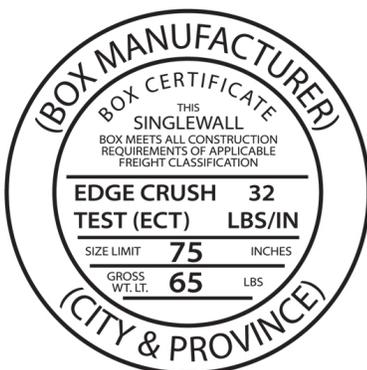
inside inner packaging that can withstand leaks, and ensure that the containers are securely sealed (see "Packaging of Liquids" for more details).

- Remove any inapplicable labels or markings from previous shipments from the outside of the package.
- Place a clearly completed label with full delivery and contact details on the outside of the box, as well as an extra copy of the label inside.
- Wrap and tape any protrusions or sharp edges on items that are oddly or irregularly shaped (see "Packaging of Irregularly Shaped Items" for more details).
- Seal the package with strong packing tape using the H taping method to secure all seams and prevent accidental opening during shipping.
- 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.

## Guide to Correct Packaging

### Pack the Right Box

- Always use a new corrugated box (avoid using old boxes). Box must be free of any punctures, tears or corner damage and flaps must remain intact.
- The weight of the contents should not exceed 50% of the gross weight limit indicated on the Manufacturer's Certification Stamp on the box.
- The outer box should be 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.



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### Cushion the Contents

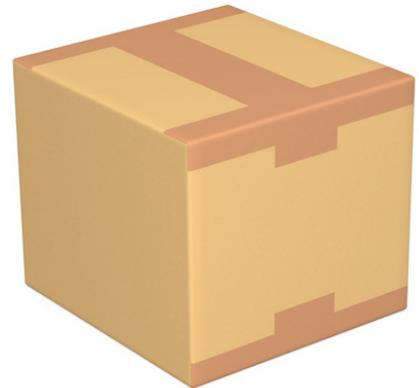
- Wrap each item separately.
- Ensure each item is surrounded by 2" (5 cm) of cushioning material to protect the contents and to prevent movement inside the box.
- Ensure at least 3" (8 cm) of cushioning around fragile items inside and on all sides around the inner box in a double box shipment.
- Fill any empty spaces with appropriate cushioning material, such as void fill air pillows, air cellular cushioning (bubble wrap), polyethylene foams, polystyrene foams, corrugated inserts, loose fill peanuts, or crumpled newspaper/newspprint.
- Do not use inappropriate cushioning materials, such as tablecloths, bed sheets, towels, blankets, pillows, or clothing.



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### Seal the Box 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 tape.
  4. Repeat the process for the bottom of the box.



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### Label the Box Clearly

- Label packages correctly to reduce the risk of your shipment becoming unmarked, and enable track and trace technology to ensure delivery of your shipment.
- Remove any inapplicable labels or markings from previous shipments from the outside of the package.
- Place a clearly completed label with full delivery and contact details on the outside of the package, as well as an extra copy of the label inside.
- Position the label on the box's largest surface, and ensure the barcode on the label is not placed over a seam.
- Do not place the label on a corner or tape over the label.
- Apply the label evenly to ensure all 4 corners are secured.



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## Single Box Shipments

- Pack soft and other non-fragile items in a robust corrugated cardboard box.
- Wrap items separately and position them away from each other in the centre of the box, ensuring at least 2" (5 cm) of cushioning on all sides.
- Fill any empty spaces in a package with appropriate cushioning material to ensure contents don't move around during shipping.
- Gather any small parts or spillable loose items (e.g. nuts and bolts) and place them in a securely sealed inner container.
- Put any items that may be damaged by moisture or dirt inside a plastic bag.
- Seal the package with strong packing tape using the H taping method to secure all seams and prevent accidental opening during shipping.



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## Double Box for Extra Protection for Fragile Shipments

### Interior Packaging

- Wrap and ship fragile items separately in at least 3" (8 cm) of air cellular cushioning (bubble wrap) on all sides.
- Place the wrapped items within a sturdy corrugated box.
- Fill any empty spaces with cushioning material to ensure that there is no item movement within the box.
- Close and seal the box using the H taping method.

### Exterior Packaging

- Use a larger outer box for exterior packaging that allows for at least 3" (8 cm) of space for cushioning material around all sides of the inner box.
- Place a layer of protective packaging along the bottom of the outer box.
- Place the smaller box centrally within the outer box.
- Fill all empty space surrounding the smaller box with cushioning material.
- Place a layer of protective packaging on top of the smaller box.
- Seal the outer box with strong packing tape using the H taping method to secure all seams and prevent accidental opening during shipping.



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## Packaging of Bundled Boxes

- Only bundle together boxes that are the same size.
- Ensure that each of the boxes in the bundle is strong enough to individually hold the bundle's combined weight.
- Strap boxes together by crossing over at least four bands, two in each direction.
- Note that special handling will be required if boxes are bundled together with metal strapping and applicable charges may be applied.



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## Packaging of Liquids

- Put containers filled with liquids in an upright position inside the package.
- Ensure bottles containing liquids are separated from each other using corrugated dividers or pre-moulded cushioning material.
- Use inner packaging that can withstand leaks.
- Follow the "Pack the Right Box" instructions.
- Ensure that bottles containing liquids are securely sealed with an inner seal and perforated breakaway cap, avoiding containers with friction-top closures.
- Select containers for liquids that have clips, screw caps or have been soldered shut, and preferably containers that have a tamper-evident seal over the opening.
- Ensure that the appropriate torque has been applied to provide a sufficient seal for your item.
- Ship paint in metal cans that have paint clips or lids with retaining rings.
- Follow the "Seal the Box Securely" and "Label the Box Clearly" instructions.
- Note that shipping containers of liquids with a volume greater than 8 gallons (32 litres) or weighing more than 70 lbs (32 kg) is prohibited.
- Note that if liquids are not packaged according to the guidelines outlined above, special handling may be required and applicable charges may be applied.



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## Packaging of Tires

- Wrap a band of pressure-sensitive tape around the tread and through the centre of the tire, ensuring that the tape sticks to itself and the band is wide enough to fit a shipping label.
- Place a completed shipping label on the part of the tape covering the tread, and apply clear tape over the whole label.
- Note that shipping tires requires special handling and applicable charges will be applied.



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## Packaging of Irregularly Shaped Items

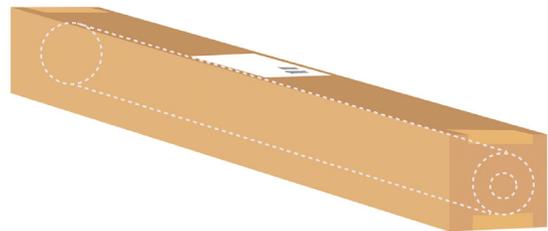
- Cover any protrusions or sharp edges with scraps of corrugated cardboard and tape them in place.
- Cover all parts of the item that require protection during shipping.
- Place a completed shipping label on the flattest and largest surface of the outer packaging, and apply clear tape over the whole label.
- Remove any hanging tags from the outer packaging.
- Note that shipping irregularly shaped items requires special handling and applicable charges may be applied.



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## Packaging of Fabric and Wallpaper

- Pack rolled goods in an appropriately sized corrugated cardboard box whenever possible to ensure the best protection during shipping.
- Place a completed shipping label on the flattest and largest surface of the outer packaging, as well as an extra copy of the label inside the roll.
- Remove any hanging tags from the outer packaging.
- Note that if fabric and wallpaper are not packaged according to the guidelines outlined above, special handling may be required and applicable charges may be applied.

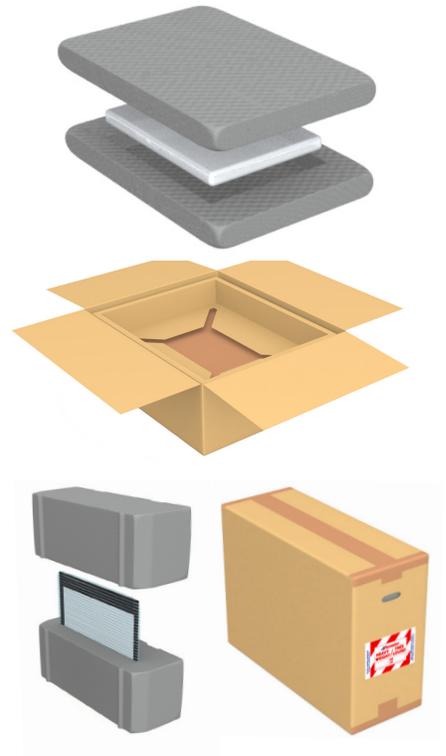


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## Packaging of Electronics\*

- Ship fragile and expensive electronics, such as laptops and televisions, preferably in suspension packaging with fitted inserts that prevent interior movement .
- Use the original manufacturer’s packaging for shipping whenever possible.
- Place a plastic bag around the item to protect it from moisture and dust and to prevent abrasion damage, if original packaging is unavailable.
- Surround the item on all sides with a minimum of 3” (7.5 cm) of cushioning material.
- Follow the “Pack the Right Box” instructions.
- Ensure that the item is held away from the walls of the box by at least 3” (7.5 cm) in every orientation.
- Insert rigid materials, such as honeycomb or corrugated board, into any empty spaces to limit movement of the item.
- Reinforce the areas around any hand holes with poly tape, if the item weighs more than 50 lbs. (22.7 kg).
- Follow the “Seal the Box Securely” and “Label the Box Clearly” instructions.
- 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.

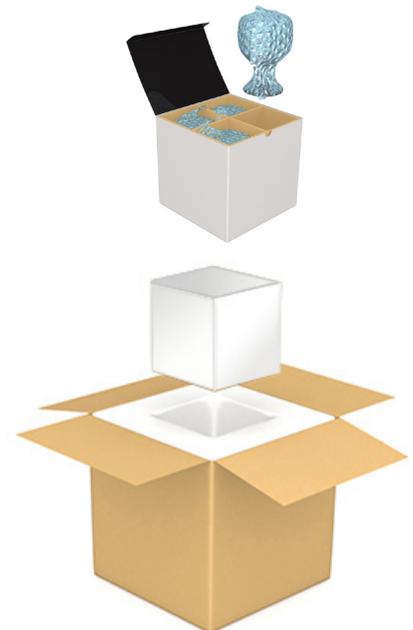


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## Retail Packaging

When sending an item within original supplier packaging, you often want to protect the vendor retail packaging as much as you do the contents. Our guidelines below will help you achieve both.

- Surround each item within the supplier packaging with as much protective packaging as possible.
- Ensure that none of the items are in direct contact with one another.
- Fill all empty spaces with filler material or cushioning.
- Follow the “Pack the Right Box” instructions .
- Line the bottom of the outer box with a minimum thickness of 3” (7.5 cm) of cushioning material.
- Place the retail packaging in the outer box.
- Place a minimum thickness of 3” (7.5 cm) of cushioning material between the retail packaging and all box walls.
- Ensure that the item is held in place with no excess movement.
- Place a layer of cushioning material across the top of the retail packaging, ensuring a minimum thickness of 3” (7.5 cm).
- Follow the “Seal the Box Securely” and “Label the Box Clearly” instructions.



For additional packaging information on other specialty products, visit [purolator.com](http://purolator.com). Simply go to the Resources and Support tab, hit Packaging, and review the information available in our Packaging Guidelines section.

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## Guide to Correct Packaging for Freight Shipments

All pieces in a freight shipment must be tendered to Purolator secured to one or more pallets with stretch wrap or shrink wrap. Pallets must be free of damage or defect. Articles secured to a pallet should not hang over the edge of the pallet, and there should be no space between articles on a pallet. Freight shipments containing pieces that, due to their bulk, length, width or height, cannot be safely stowed within a trailer or container or on a pallet will not be accepted by Purolator for carriage. (See Guide to Palletizing and Wrapping under Resources and Support Packaging at purolator.com for further guidance.)



## Purolator Packaging Solutions

### Purolator Express® Box\*\*

A durable corrugated cardboard box that is ideal for shipping binders, large documents and other items that may require handling protection.

### Purolator Express® Pack

A convenient, easy-to-use, sealable bag that is tear free and water resistant. For shipments up to 3 lbs. (1.3 kg), use the Purolator Express Pack to get your package to its destination via the fastest mode.

### Purolator Express® Envelope

A legal-sized cardboard envelope that is ideal for shipping all of your important documents.

The Purolator Express Envelope, Purolator Express Pack and Purolator Express Box are available at no charge. Alternatively, you can use your own packaging. Purolator's Shipping Centres have a full line of packaging products that are designed for the rigours of movement through a shipping system or for when you need sturdy cartons for other purposes. For more information on Purolator packaging solutions, visit purolator.com or come to a Purolator Retail Shipping Centre, where our Representatives can assist with all your packaging needs.

You can order shipping supplies online at [purolator.com](http://purolator.com). Purolator's supplies are available at no charge to Purolator Business Account customers.

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\*\*Purolator Express® Box is available only when shipment is prepared using an automated shipping system. See Purolator Terms and Conditions of Service for details.