

# **Packaging Guide**

## For your same day, overnight and international deliveries.

#### 1. Check your items

Ensure the items you are sending aren't on our dangerous goods list such as perfumes, nail polish or fireworks.

#### 2. Select your box

Find a suitable sized box and ensure it is in good condition to transport your items correctly. Avoid overloading your box. If it is too small or the contents are too heavy, there is the possibility that it may burst.

#### 3. Protect your items

Use bubble wrap, foam balls or polystyrene chips to cushion your items in the box and ensure they are well protected for transportation.

#### 4. Identify fragile items

If your items are particularly fragile such as glass, electronics, or ceramics, you should use extra cushioning. Padded envelopes work well, and water-resistant packaging is useful for liquids.

#### 5. Seal your package & send it

Seal your package with tape on both the bottom and top of the chosen box. Once completed, label your package with the delivery details and your job number. Then, simply book online and get your deliveries on the road!

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### Packaging tips

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#### **Smaller items**

Items like books should be delivered in padded envelopes or small boxes to protect them from any accidental damage in transit. Combining both will ensure even better protection.



Filling the space

Bubble wrap, packing chips, or paper shreds are excellent ways to fill empty spaces and keep your items protected in the box.



Sending gifts

Make sure to keep any attractive gift-wrapping contained in the delivery packaging. We also suggest using strong packaging tape or a strapping machine.

\* Please note that CitySprint will accept no liability for the packaging advice it provides. Customers remain responsible for ensuring packaging and labelling is suitable for the service requested.