



# Getting your goods there safely!

## 12 Handy tips for making sure your packages arrive safely.

1. Always be aware that most parcels will be handled (loaded and unloaded) by more than one person.
2. Assess the nature of the goods to be transported (i.e. how fragile) and the distance to be travelled and pack accordingly.
3. Satchels should be sealed securely. Use extra tape if needed. Do not pack fragile items into satchels.
4. If packaging in cardboard, use only a good quality, heavy gauge cardboard, preferably quilted or corrugated.
5. Pack contents in such a manner that they are protected and there is minimal internal movement of the goods. This includes using bubble wrap, individual internal dividers, shredded paper, polystyrene strips, etc. It may include cutting the carton down.
6. Use plenty of strong packing-grade tape and tape up corners of boxes for extra strength and protection. Use tape to reinforce the bottom of the carton.
7. Do not overload or over pack cartons. If in doubt, break the parcel and package into more than one carton. (It is better to be safe than sorry).
8. Obey Dead Weight and Cubic Weight limits.
9. Use appropriate markings (i.e. "this way up", "fragile", etc, if appropriate).
10. Ensure that clear and concise delivery addresses and sender address details are on each package being shipped. Delivery address should consist of: name, full street address (this includes unit number and/or floor level), city, province, postal code and phone number). **We cannot ship to RR #'s or P.O. Boxes.**
11. Securely tape envelopes (with invoices enclosed) to package.
12. Do not ship small envelopes. Use minimum 8" x 10" envelopes.
13. A copy of the waybill must be attached to at least one package in each shipment, either taped to the package being shipped or use a clear shipping envelope.

**These packaging hints are aimed at ensuring that your parcel reaches  
It's destination in one piece and on-time.**