Artisan® Technology Group

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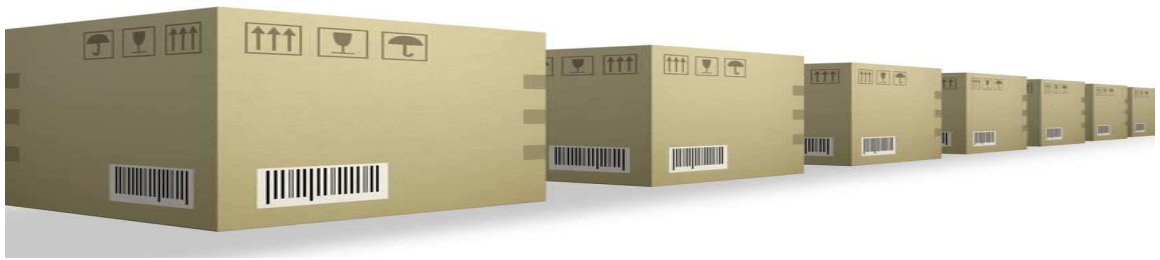
Packaging Guidelines



How to Choose a Proper Box:

Whenever possible, use a new box. The more times a box is used, the more it loses its original protective qualities, so a previously used box may not adequately protect your shipment.

If you must reuse a box, make sure it is rigid and in good condition with no punctures, tears, rips, or corner damage, and that all flaps are intact.

Remove all old address labels from reused boxes that are no longer applicable before shipping.

Choose a box strength that is suitable for the contents you are shipping. Weight limits are printed on the Box Maker's Certificate (Located on the bottom flap of most boxes)

It is best to use double-wall boxes for heavier items.

General Packing Guidelines:

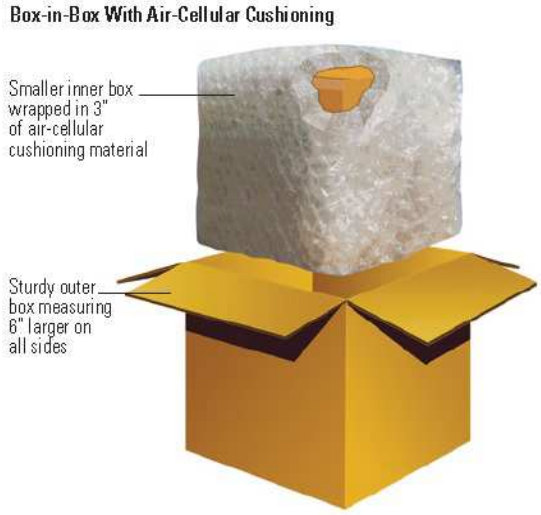
It is important to cushion the contents of your package properly.

Please be sure that you wrap each item separately. Fragile articles need separation from each other, and from the corners, sides, top and bottom of the box.

Use fillers like crumpled newspaper, loose fill peanuts, or air-cellular cushioning material such as Bubble Wrap® to fill void spaces and prevent movement of goods inside the box during shipping.

Make sure you use enough cushioning material to ensure that the contents do not move when you shake the container. All interior contents should fit snuggly within the box with no void or movement.

The use of packing peanuts should only be used for void-fill material for lightweight items.



General Freight Guidelines:

If your shipment contains a package or packages weighing in excess of 75 lbs it is company policy to package for LTL freight.

Select a sturdy pallet that is strong enough to support the load of your shipment. Ensure that the pallet is well made and not falling apart.

Choose boxes or cartons of proper strength that can be stacked, stretch wrapped and strapped.

Use stretch wrap to secure all boxes in your shipment to the pallet.

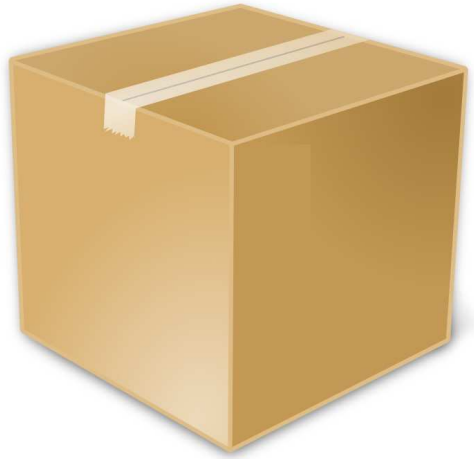
Secure all boxes or packaged items to the pallet using either metal strapping or unbreakable plastic straps applied around the boxes and skid on all sided so that nothing can move during transit.

Sealing your shipment:

Proper closure of your container is just as important as proper cushioning for the safety and security of your shipment.

To close a box securely, Use masking tape, cellophane tape, duct tape, Pressure-Sensitive plastic tape or most preferably Nylon Reinforced filament tape.

Insure that the tape being used is strong and 2-3 inches or more in width.



Apply three strips to both the top and bottom flaps of the box. For regular slotted containers (RSC), where the flaps meet in the center, apply three strips of tape to both the top and bottom of the box, so the middle and two edge seams are sealed. For corrugated containers where the flaps overlap (FOL), apply three strips of tape to both the top and bottom of the box, so the three edge seams are

Labeling & Documentation:

For fast and efficient delivery, keep these points in mind when labeling your package:

Place the shipping label on the top of the package. To avoid confusion, place only one address label on the package. If you are using a packing slip, place it on the same surface of the package as the address label. Do not place the label over a seam or closure or on top of sealing tape.

Be sure to remove or cross out old labels or markings that are no longer applicable on a use box.

Always include your complete return address, including full street address and postal code. For international shipments, include a contact name, telephone number, and postal code.

How to finalize your shipment:

Now that your package is ready to ship you must coordinate a pickup with the shipping company or drop your package off a the local authorized shipping center.

A pickup can be scheduled either online using the website below, or over the phone using 1-800-GO-FEDEX

http://www.fedex.com/us/fcl/pckgenvlp/pickup/

If you do not with to schedule a pickup you can also drop your package off at your local authorized ship center. You can find the local office using the link below.

http://www.fedex.com/us/service-guide/prepare-shipment/labels-documentation-locations/pickup-dropoff.html