



# PACKAGING ADVICE

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## PACKAGING ADVICE

DotZot is committed to delivering your shopping parcels with care. We want it to reach its destination in the same condition you sent it. However, parcels go through the general wear and tear during the delivery journey. In order to make sure your parcels arrives safe, here are some helpful tips on packaging.

### DO'S

- Always use high quality materials for your shipments. Consider strength, cushioning, and durability when selecting your wrapping supplies. Use bubble plastic, crumpled aircushions or shredded paper to cushion fragile items.
- Choose a box that's just the right size, minimizing space between the item and the side of the box.
- Use ample cushioning material to stop your packaging contents from moving
- Make sure your item doesn't touch the side of the box.
- Use strapping, when suitable, as a good way to seal and secure your box.
- Seal securely using a strong reinforced tape.
- Put fragile goods in the center of a package; ensuring they don't touch the sides. Your item should be well cushion on all sides.
- Repack your items properly. Many goods sold in attractive packaging may not be suitable for shipping.
- Protect your data discs, audio and video-tapes with soft cushioning material around each item.
- Always use cardboard dividers when sending flat, fragile material (such as vinyl records).
- When re-using a box, remove all labels and stickers. Ensure that the box is in good shape and not worn out.
- For valuable goods use Security Packs. These are manufactured with a flap, which has a hot melt pressure sensitive adhesive strip for easy & permanent closure. Once sealed properly, it cannot be opened and has to be torn.

## DON'T

- Use a box that's old, worn out or damaged already.
- Attempt to ship prohibited goods.
- Do not consider "Fragile" and "Handle with care" labels as a substitute for careful packaging. They are only appropriate for information purposes.
- Don't send dangerous or prohibited goods as you may be liable to prosecution.
- Don't use substandard or damaged cartons.
- Don't allow contents to move within their packaging

## CHOOSING THE RIGHT BOX

- Box's come in all shapes and sizes. It's this simple fact that makes them the most used and most suitable type of packaging for sending items securely.
- Wooden boxes can provide solid protection, but make sure the corners are well protected and that the box isn't splintered.
- For heavier items, heavy-duty double-layered cardboard is ideal (and it is cheaper than wood!).
- Avoid tubes and cylinders. These roll around, increasing the risk of damage.

## CUSHIONING YOUR PARCEL

- Safe delivery depends on making sure your item is well cushioned during transit. Here are our tips for getting it right:
- Make sure there's a small space of around 5cm (2 inches) between your item and the sides of the box.

- You can use all kinds of everyday materials as packaging, from crunched up newspaper and old pieces of clothing to sheets of bubble wrap. Basically, anything that's likely to absorb the shock movement in transit.
- Liquid containers need to be sealed securely to prevent leakage during transit. Wrap the container in impermeable material, surrounded by absorbent material.
- Separate any bottles or fragile items with cushioning materials to make sure they don't clatter against each other.

### **SEALING BOXES CAREFULLY**

It's important that you don't use string around the edge of the box. This can cut through the package and damage the parcel. We recommend using reinforced paper tape and sealing with 2 strips that overlap the end of the box by 80mm or 3 inches. If you use standard cello tape, seal it using 6 strips.