

# Packaging & labelling instructions

With the right packaging and labelling, you can protect your consignment from damage and avoid delays in delivery and additional charges.



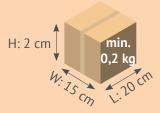
# Parcel - Express

## 1. Dimensions and weights

There are certain specifications regarding dimensions and weight for sending parcels:

- Weight max. 32 kg
- Longest side max. 150 cm
- Circumference max. 300 cm

Circumference = longest side + 2 x width + 2 x height



Minimum size



max. circumference: 300 cm

## 2. Outer packaging

Always use a stable and cuboid form of outer packaging. Make sure that your shipping carton is strong and pressure resistant and in good condition. Make sure that the package size is appropriate for the contents and allows for sufficient inner packaging and fillers.





## 3. Inner packaging

The inner packaging must secure the contents towards the outer packaging and, where the contents comprise several items, cushion them all round. Too much padding and filler reduces the stacking strength.





### 4. Seal securely

Use suitable adhesive tape to seal your consignment. The heavier the consignment, the stronger the seal must be. Apply the adhesive tape in a double-T to the lid and bottom of the package.





### 5. Address details

Remove old stickers. Apply new labels smoothly and over the entire surface of the largest area of the consignment (do not bend over an edge or over the seal). Do not cover the label with packaging or in any other way.







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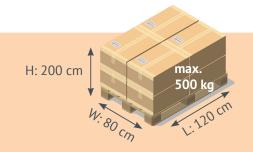


# Pallet - Express

### 1. Dimensions and weights

There are certain specifications regarding dimensions and weight for sending pallets with trans-o-flex:

- Weight max. 500 kg
- Maximum dimensions: 120 x 80 x 200 cm



# 2. Maximum stacking strength

Stack the parcels in rows.





### 3. No overhangs

Please make sure that nothing overhangs. All packages should fit on the pallet without hanging over the edge.





#### 4. Level surface

A level surface ensures load capacity, compactness and stacking strength.





### 5. Wrap pallet

Use packing straps and/or stretch film to secure objects to the pallet. The euro pallet should also be wrapped.





### 6. Address details

Remove old stickers. Apply new labels smoothly and over the entire surface of the largest area of the consignment (do not bend over an edge or over the seal). Do not cover the label with packaging or in any other way.



