

# IS YOUR PACKAGING GOOD ENOUGH?

If you are not packaging your parcel in a MP, CP or boxed-up Parcel, you must send it as **NON CONVEYABLE**, or it will attract a fine.



## MailPack (MP)

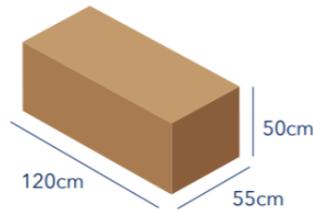
Maximum weight 1kg  
The item must physically fit into the MailPack and not exceed 1kg,  
**No liquids.**



## CourierPack (CP)

Maximum weight 5kg  
The item must physically fit into the CourierPack and not exceed 5kg,  
**No liquids.**

**IDEAL FOR DOCUMENTS**



## Parcel

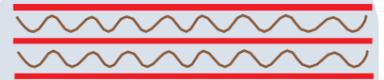
Maximum weight 30kg

## Outer box wall thickness



### Single Wall Thickness

This type should only be used for light weight and non fragile products - up to 5kg.



### Double Wall Thickness

This type should be used for heavier items - 10kg to 15kg.



### Triple Wall Thickness

This type should be used for even heavier items - up to 30kg.

**BEST PRACTICE**

Mail packs and courier packs are not substitute for external packaging, please remember to package the goods within the packs, ideally items should be placed inside a box. Bags must be sealed.

## Tips



It is important to use the correct box size, under filled boxes may collapse and over filled boxes may burst under the pressure.

A 6cm separation between the item and the outer box is ideal, items should not touch the outer wall of the box.

APC recommend not to re-use boxes as they lose their strength and may result in your item becoming damaged however, if you do re-use boxes, please check there are no holes, tears or dents in the box.

Wrap each item separately using bubble wrap or foam wrap and ensure that the item/s are placed in the centre of the box. Fill any void spaces with foam peanuts or air bags.

Always fill any void spaces in the box with foam peanuts, air bags or shredded cardboard. (Please see internal packaging on the left for more information)

Point of sale material display stands should always be packaged within a larger outer box.

Gifts/special occasion presents must always be packaged within a larger outer box.

In order for perishable items to last up to 24 hours, APC recommend using polystyrene containers.

Always use corrugated inserts when packaging liquids (refer to internal packaging information on the left). An "Arrow up sticker" should be applied on the box.

Paint tins should be packaged with lids clipped and always use the H tape seal method (refer to H-Taping on the right) to stop any paint leaking from the box.

Ensure limited quantities are placed into leak proof containers, then packaged into a good quality box. (Always refer to the material safety data sheet).

## Internal Packaging

**MOST POPULAR**



**Bubble wrap**  
Great for cushioning of light-weight goods, void filling and protection of the goods. We strongly advise you use multiple layers.



**Foam wrap**  
Foam wrap is a flexible, lightweight and non-abrasive protective packaging material, you can use foam wrap to layer items in boxes which is especially useful for fragile items.

**IDEAL FOR WINES & SPIRITS**



**Corrugated inserts**  
Void filler, protection and as a divider. Ideal for bottles and containers



**Crumpled paper & Shredded cardboard**  
Void filler, can be used on lightweight items to wrap around, protection and can also be used as a divider.

**IDEAL VOID FILLERS**



**Foam peanuts**  
Good for cushioning, void filling and as a divider, this material is for lightweight



**Air bags**  
Void filler.

## H-taping



Step 1 - Apply strip of durable tape along the centre seam



Step 2 - Apply strip of durable tape along both edge seams



Apply more strips of tape for heavier shipments, repeat the H-taping so that both the box's top and bottom seams are sealed

## DON'T FORGET

Before taping, place a document inside the box detailing the to and from address, in case the label is no longer visible.