

# LABELS ARE IMPORTANT



## Labelling position & print out of labels

Note: Please remove all old labels if box is being re-used.



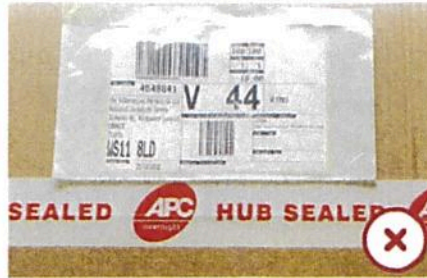
Labels on parcels should be placed on the top of the parcel, if a box is being re-used please ensure that all old labels are removed and the surface is clear for the new label to be placed on properly.



Our automated conveyor will not read barcodes that go around corners/aren't flat, ensure that labels are only placed on one flat surface of a parcel.



Ensure that the label is printed correctly and that the print quality is high, low quality printed labels will make it hard for the scanner to scan the bar code presented on the label. Always ensure that the label has white space around the bar codes, and the print is not faded.



Labels should not be placed in a document holder or a plastic wallet as reflections from the plastic means that the sort scanners will not read the barcode,



Strapping should always be placed away from the label.



Strapping should not cover the barcode on the label.

## Object Labelling



Always apply the label across the tube, ensure the barcode is straight and does not overlap.



Do not apply the label at the end of the tube, as the barcode is unreadable.



Canvas surface products must be taped at one end and then label applied on top of the tape.



Do not place the label on the canvas surface as it will peel off easily.

## Mailpack Labelling



Make sure you apply the label in the box provided on the mailpacks.



Ensure that the label is not placed outside the dedicated box area and it is flat and clear to read, creased barcodes will not be recognised by our system and can cause delays to delivery.

## Using Service Stickers



Used to identify items that are timed services - delivery pre 9am, pre 10am and pre noon.



Used to identify items for delivery on Saturdays only.



Used to identify items that must be centrally sorted in the designated high value area only.



Used to identify live fish/coral. (Specific guidelines apply, available from your local depot)



Used to identify items that have fragile/ liquid contents and require sort by hand.



Used to identify items that are over 25kg in weight (maximum of 30kg).