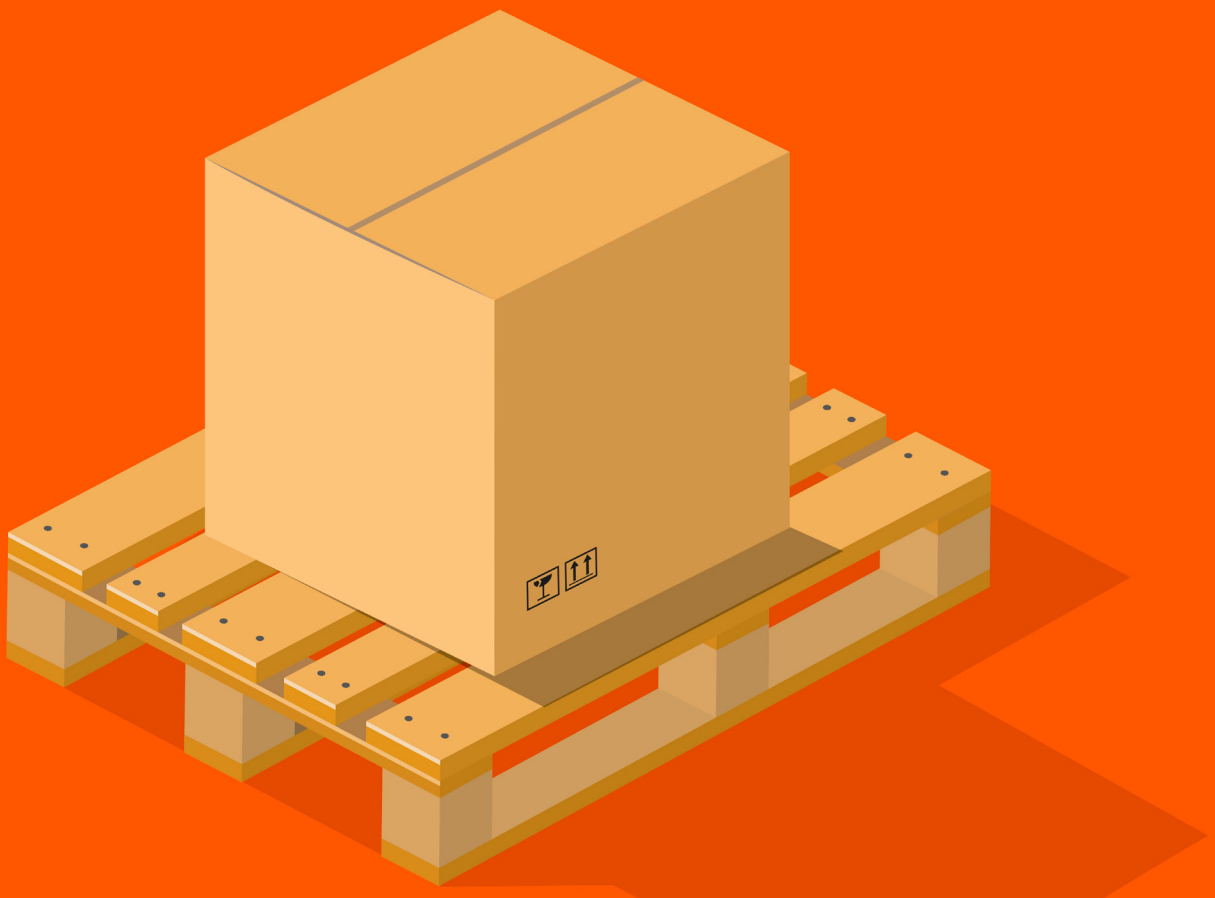
THE PEOPLE NETWORK

Fit 2 Travel



Customer Packaging Guidelines

CONTENTS

Introduction	**3**
Packaging Tips: Parcels	**4-8**
Envelopes	8
Packaging Tips: Pallets	**9-16**
Crates	13
Drums	14
Pipes	15
Spools & Reels	16
Packaging Tips: Irregular Freight	**17-18**
Long Lengths	17
Rolled Goods	17
Flat Packs	17
Televisions	17
Liquids	18
Sealing Packages	**19**
Addressing and Labelling Packages	**20-23**
Routing Labels	20-21
Orientation Labels	22-23

Disclaimer: Please note that TNT will accept no liability for the packaging advice provided. It is the customer's responsibility to ensure all items are adequately packaged and labelled for transportation. TNT reserves the right to refuse poorly packaged and labelled freight

TNT is committed to delivering your consignments on time and in perfect condition. These guidelines have been designed to provide you with information on the correct methods for packaging parcels, pallets and irregular types of freight along with sealing and labelling instructions, so you can ensure your goods are correctly packaged ready for transit.

PACKAGING TIPS:

PARCELS



Boxes are the most commonly used and suitable way to pack your shipment because of the range of sizes, shapes, materials and accessories available to strengthen and secure them.

It is important that the box size and quality is appropriate for the item being transported as under filled boxes can become crushed whilst over-weight cartons can easily break open. The box must have sufficient strength plus the necessary space to carry the item(s) as well as the protective internal packaging

SINGLE WALLED BOX

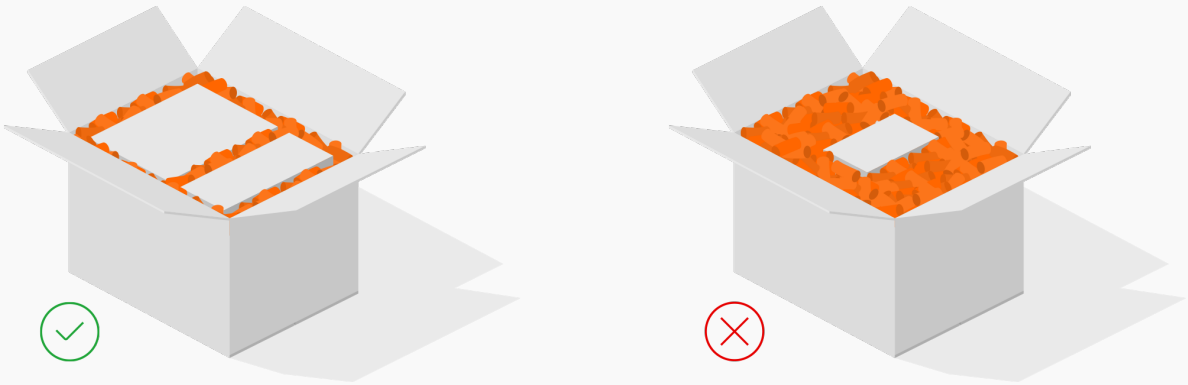
This type of box is only suitable for light weight and non-fragile products

DOUBLE WALLED BOX

Double walled boxes should be used for heavier items

Please note a good method for providing additional strength to a box is by lining the base and sides with cardboard.

SINGLE BOX PACKING INSTRUCTIONS



Ensure the box is new, rigid, robust and in good condition.

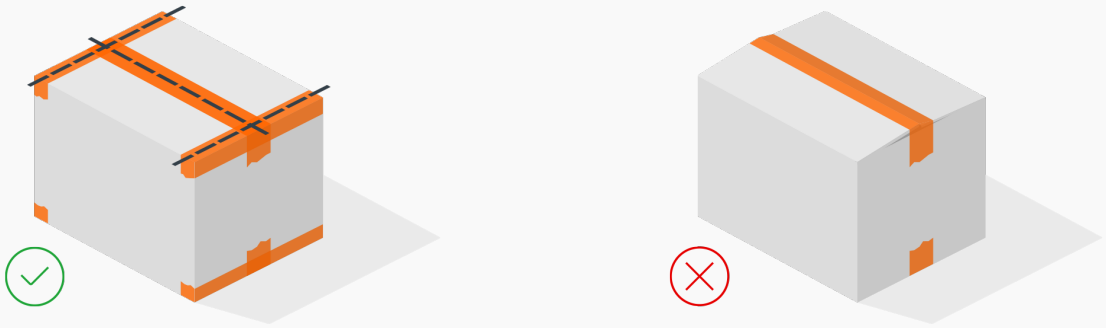
- We recommend that a layer of **at least 5 cm** of cushioning material is placed on the bottom of the box. Some items such as fragile or heavy goods; irregular shapes or metal objects will require more cushioning to provide additional protection during transit

- Common types of cushioning and filler materials include:
  - ✔ Bubble wrap
  - ✔ Polystyrene chips
  - ✔ Crumpled newspaper / brown paper

- Wrap each item individually with cushioning material such as bubble wrap and centre it in the carton. Ensure each item is away from other items in the box and place more cushioning around the sides, corners and top of the box making sure all spaces are filled.

- Filler materials offer limited protection for heavy metal items, *e.g. metal automotive components and these types of goods should always be transported in double walled or reinforced cardboard boxes*

REINFORCED PACKING INSTRUCTIONS (BOX WITHIN A BOX)



- Place cushioning material such as polystyrene chips at the bottom of the corrugated box
- Wrap the item(s) individually with cushioning material such as bubble wrap and centre it in the carton
- To restrict product movement use more filler such as crumpled newspaper or more polystyrene chips
- Close and tape the inner box using the H taping method (refer to ‘Sealing Packages’ section)
- Use a second box that is at least 6” longer, wider, and deeper than the inner box.
- Fill any void spaces with more cushioning material at the bottom, round the sides and top
- Again use the H taping method for sealing your package.

GENERAL PACKAGING INFORMATION



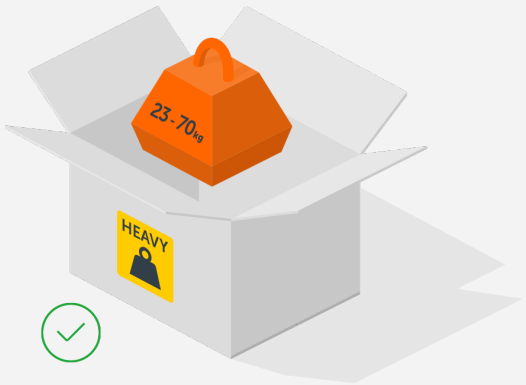


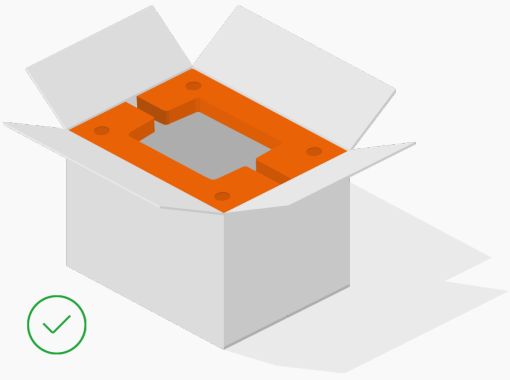
1. CHOOSE QUALITY

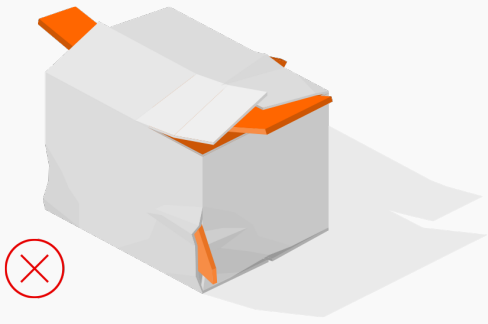
It is important not to reuse boxes as they lose their strength and can result in damage to your shipment. In the event that a box is reused, please check to ensure any previous routing labels have been removed and there are no holes, tears or dents in the box

2. HEAVY BOXES

All boxes above 23 kg should be marked with a 'heavy' label

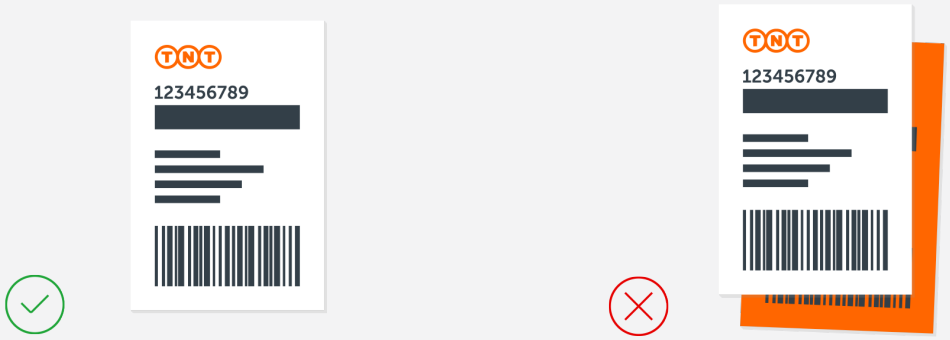






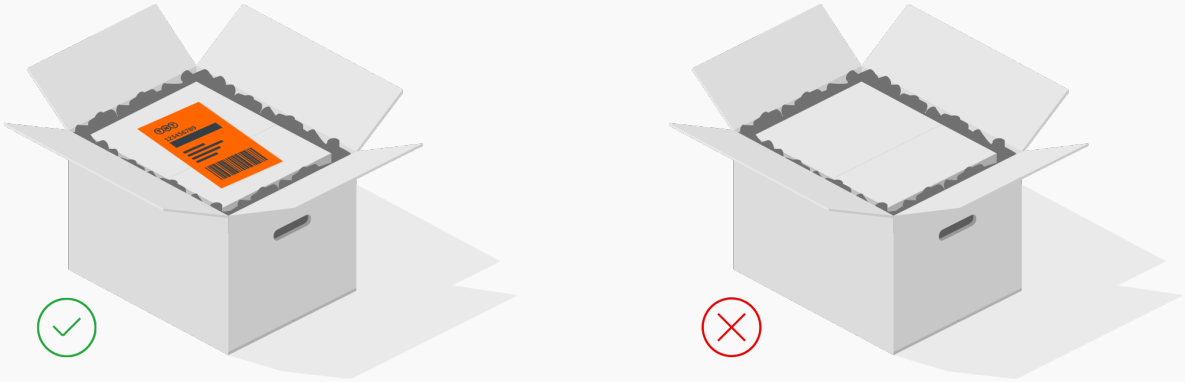
3. AVOID EMPTY SPACE

Make sure the box is large enough for the items you're packing, Items that stick out are likely to get damaged. Please take extra care with packing any objects that are sharp and as a minimum requirement, all sharp edges or protrusions should be wrapped and taped



4. SUFFICIENT LABEL SPACE

The top of the box must have a sufficient flat surface area to affix a TNT consignment note and / or routing label plus any additional paperwork which may be required such as a commercial invoice. Please take care when placing a label on the box not to put it over a seam, closure or on top of the sealing tape.



5. LABEL CLEARLY

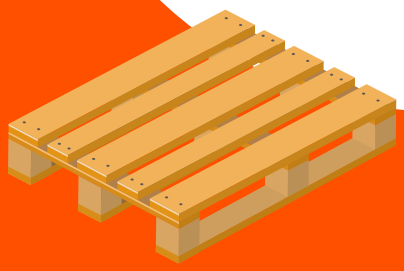
Before sealing the package, place an extra label with both the sender's and receiver's addresses and telephone numbers

ENVELOPES

- Cardboard envelopes should be used for lightweight documents
- Cushioned, padded or bubble envelopes should be used to carry things like discs, tapes, keys and small electronic parts

PACKAGING TIPS:

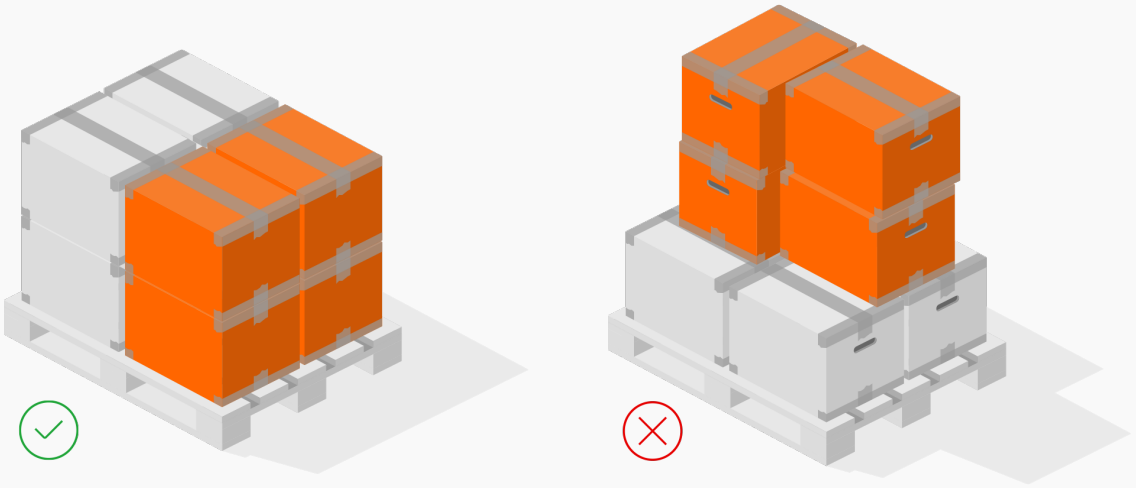
PALLETS



Individual items weighing 70kg or above must be palletised for safety purposes and to make sure your goods are protected during transit. Shipments are likely to be handled multiple times via forklifts before they reach their final destination, so the correct packaging of this freight is essential.

- The recommended pallets for TNT are either:
    - UK standard pallets which are 120 cm in length x 100 cm in width x 15 cm in height. The maximum weight that can be safely carried on these types of pallets is 1,000 kg and the maximum height should not exceed 180 cm
    - The European (Euro-size) standard pallets which are 120 cm in length x 80 cm in width x 15 cm in height. The maximum weight that can be safely carried on a Euro-sized pallet is again 1,000kg with the maximum height not exceeding 180cm
- The pallet must elevate the load at least 15cm from the ground so that it will allow handling by either a forklift or pallet truck.
- A pallet can be made from various materials such as wood, plastic, metal, fibreboard or corrugated pallets. TNT prefers the standard wood constructed pallets with four way entry capabilities. Please avoid using pallets which are made from chipboard or polystyrene.

CONSTRUCTING A PALLET



- Check all pallets before use for any signs of wear and tear.

The proper construction of a pallet is crucial as this will have a significant impact on the integrity of the shipment:

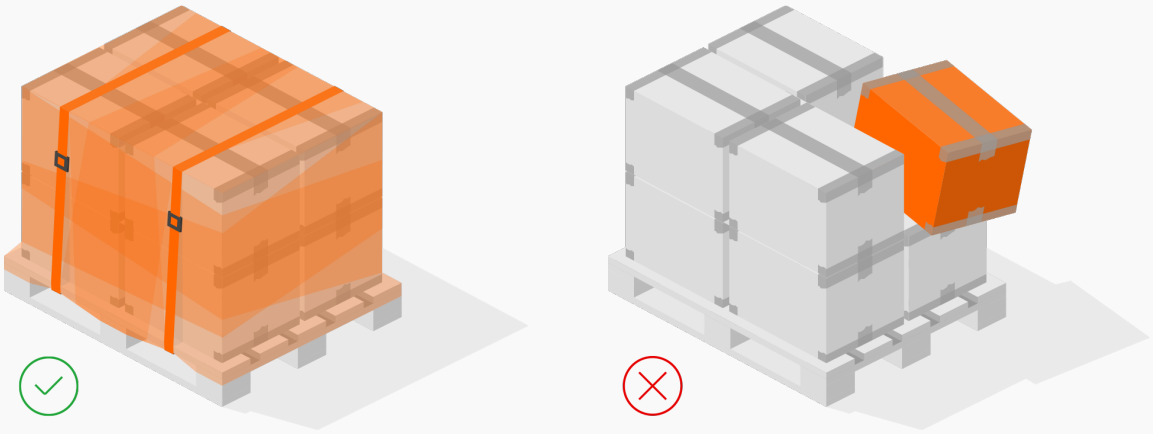
- The correct method to ensure stability and strength is to stack boxes in columns. This involves placing boxes directly on top of each other to form a 'cube' shape, making sure the load has a flat surface at the top. Please check that the boxes fit correctly on the pallet and do not overhang the edge of the pallet.

- Boxes should only be stacked overlapping each other, known as the 'bricklayer' method if the individual cartons and their contents form a rigid unit.

- Please note when palletising boxes, if a box is only partially filled it can easily become crushed under the weight of other parcels on the pallet. Therefore, any empty space in a box should be filled with suitable cushioning materials i.e. foam, corrugated cardboard etc.

- Avoid building 'pyramid' shape pallets as the lack of a level surface weakens the overall packaging and may expose the contents to damage from other shipments.

BANDING



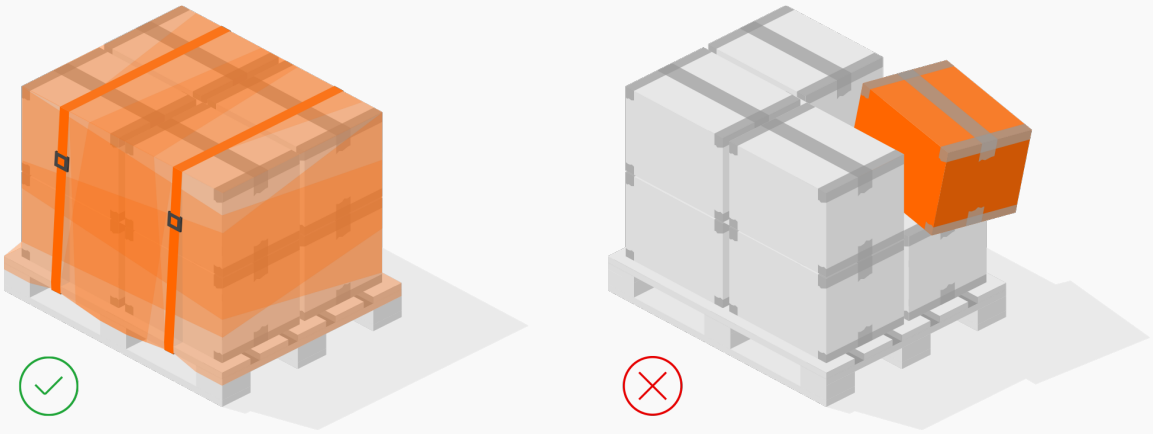
Usually any damage caused to palletised boxes during transit is due to the shipment not being correctly stacked, bundled or secured.

TNT recommends the following guidelines for protecting, shrink wrapping and banding:

- Top and bottom load protector pads help to reduce damage to the top and bottom of the shipment. Corner or edge boards which should run the full length of the pallet help to stabilise the load and protect the box edges at each corner of the pallet.

- Banding is generally used to secure the bundled load to the pallet. Strapping can be applied around several decking rows for additional stability. There are various forms of banding including steel, polypropylene, nylon or polyester. Heavy duty strapping such as steel is preferred for heavy loads as it does not stretch.

SHRINK-WRAPPING



- Shrink-wrapping is critical for bundling the load and securing the items to the pallet. It is a packaging technique which involves wrapping thin, stretchable plastic film, tightly around the load.

  The shrink-wrap should be tucked between the pallet and the bottom row of boxes or tied to the bottom of the pallet. The wrap should be spiralled around the boxes in an upward direction making sure the film overlaps. At the top of the load, stretch the film diagonally over the corners and then spiral back down to the bottom leaving a slight overlap at the pallet base. As a minimum, there should be 3 layers of shrink wrap.

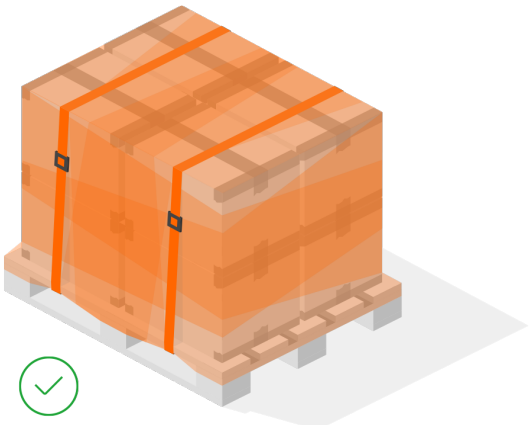
- An alternative to shrink-wrapping is to use secondary outer packaging as this will provide added protection. The outer packaging will need to be fastened by either gluing or stapling the base of the package to the pallet to make it secure. The boxes should then be evenly distributed inside the outer packaging making sure the contents are tightly packed to avoid movement. The top of the packaging should be levelled and then the lid secured.

LABELLING OF FREIGHT



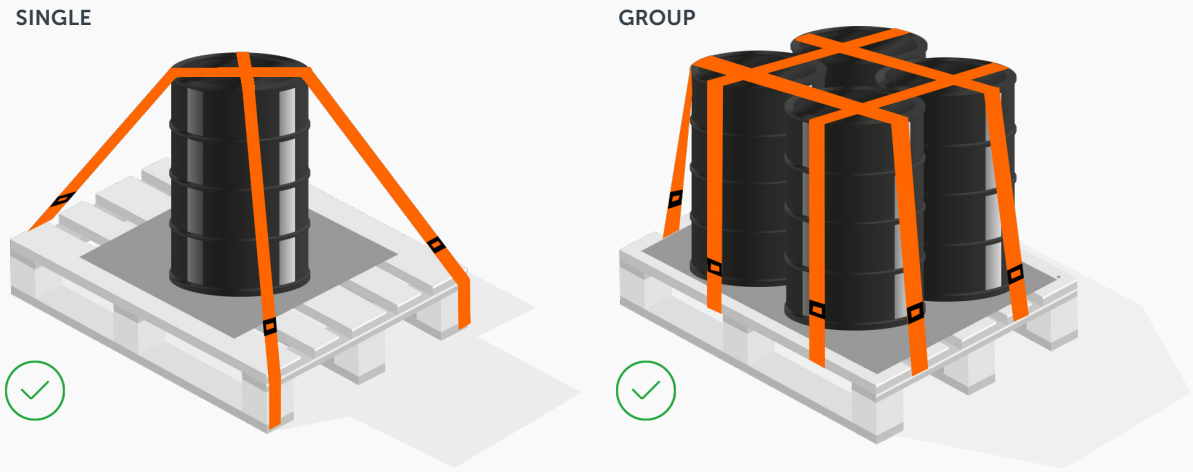
- Make sure the routing labels are placed on the side of the pallet load and clearly visible to enable the barcode to be scanned
- Use orientation labels to help us with the identification of the type of freight and required handling practices such as ‘This Way Up’; ‘Fragile; Handle with Care’.

CRATES



- The use of crates is an ideal approach to protect your shipment from damage. The design and materials used in constructing a crate must take into account the weight of the items to be carried in the container.
- Transit crates should be shrink wrapped and banded to a pallet.

DRUMS

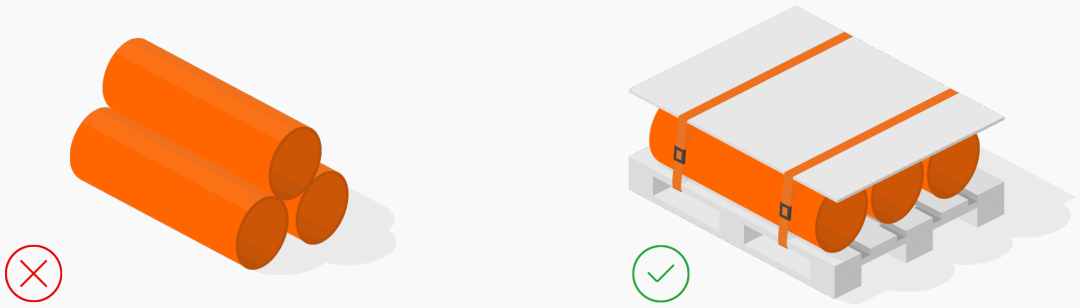


- All drums must be secured to a pallet. The drum should be placed as close as possible to the centre of the pallet ensuring there is no overhang. Liquid filled drums can be very heavy and care must be taken not to exceed the pallet weight capacity.

- A corrugated sheet should be placed between the drum and pallet in order to reduce wear and prevent punctures caused by the decking fasteners. The sheet should not be any smaller than the base of the drum.

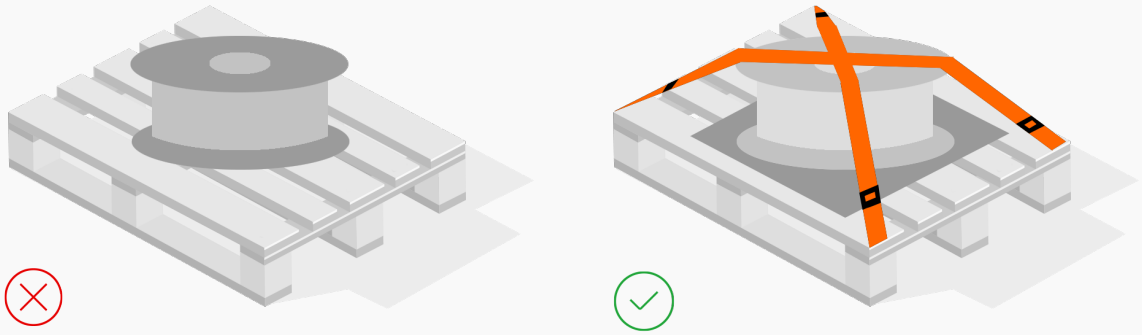
- Multiple drums must be bundled tightly together to create one unit, which is easier to secure. Use an interface material between the strapping and drum to distribute the load and prevent slipping. Keep strapping as close to the drum sides as possible to limit shifting of the load and to protect from damage.

PIPES



- **These types of shipments require special packaging to prevent the product from damaging other shipments during transportation.**
- Pipes should be secured to a wooden pallet
- Two or more items should be bundled together as this will increase the integrity of the load and can reduce damage
- Blocking materials should be used to brace the items against the pallet so they remain fixed during transit
- Use strapping materials to secure the bundled items to the pallet.

SPOOLS & REELS



- Due to their shape, spools and reels can move during transit and given the weight they are difficult to lift without mechanical assistance. These items must therefore travel either on their side or facing forward secured to a pallet.
- Blocking should be placed tightly against the object being secured, to prevent any movement.
- Fasteners should be used to secure the blocking and item to the pallet.
- The goods should be strapped into place preferably with steel strapping.

PACKAGING TIPS:

IRREGULAR FREIGHT



1. LONG LENGTHS

Long objects require special packaging to prevent flexing and bending during transit. These items should be packaged using reinforced tubing, rigid corrugated cardboard or wooden supports. A quick check to ascertain rigidity is to lift up the object in the middle and observe how much flexing occurs. Reinforcement is required if flexing is excessive.

2. ROLLED GOODS

Tightly wrapped rolled goods should be wrapped in plastic with duplicate sender / receiver address labels securely affixed to the outer plastic. Wrap the goods in several layers of heavy duty plastic film sealing the items with plastic packing tape.

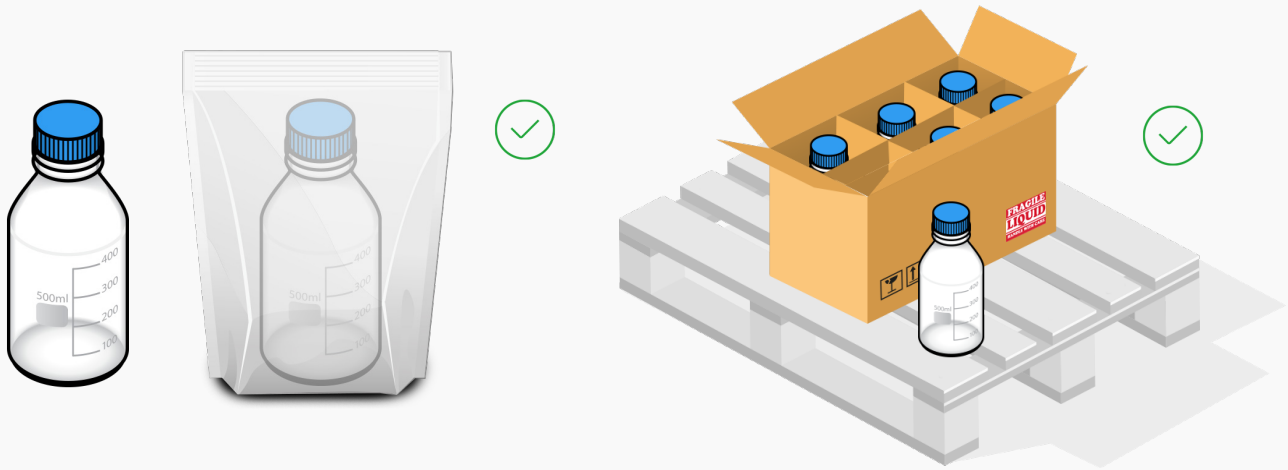
3. FLAT PACKS

Tape flat items onto a rigid material like plywood, plastic, or layers of fibreboard padding. Alternatively, place printed material between pieces of corrugated pad and tape both pads together at all seams.

4. TELEVISIONS

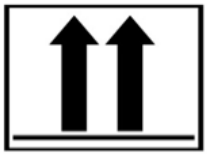
Televisions will only be shipped providing the product is in the original manufacturers packaging.

LIQUIDS



- Double check the item(s) ensuring that the lids or caps are fully secure.
- Liquids should be packaged in leak-free containers, with an inner seal and perforated breakaway cap. The items should be placed upright in a leak proof plastic bag and protected by lightweight, strong, internal material such as styrofoam. The inner packaging should be able to retain any liquid leak.
- Please note that if multiple liquid items are being packaged, careful consideration should be given to the collective weight of the shipment with heavy duty, reinforced boxes being used where necessary. Cardboard dividers should also be used to keep the items separated.
- Poorly packaged liquid products can cause damage and contamination to surrounding shipments if they leak during transit.
- "Arrow Up" and 'Liquid' labels should be affixed to the outside of the package for all liquid shipments, so that they can be handled appropriately.





- Place powders and fine grains in strong plastic bags, securely seal and then packed in a rigid corrugated box.

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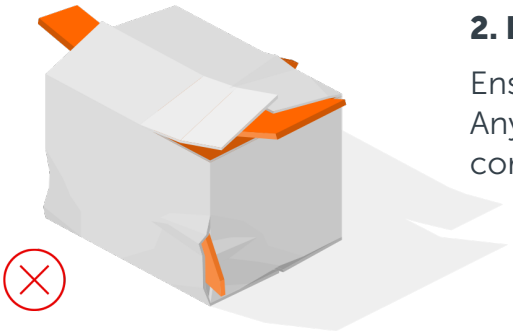
PACKAGING TIPS:

SEALING PACKAGES



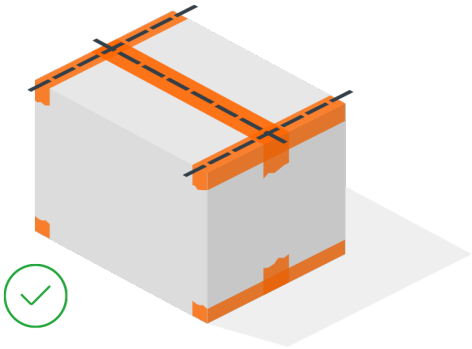
1. INCLUDE EXTRA COPY OF DETAILS

Before sealing the consignment, please place an additional copy of the routing label inside the package, detailing the sender and receiver addresses and contact numbers. This will help significantly in the event that the outer routing label becomes detached during transit.



2. NO SHARP, PROTRUDING EDGES

Ensure there are no sharp, protruding edges or points. Any such surfaces should be covered with firmly taped corrugated panels or pads to blunt them.



3. SEAL SECURELY USING 'H' METHOD

The package should be sealed securely by applying 5 cm wide, pressure-sensitive plastic tape.

Apply tape across the flaps and seams on the top and outer sides of the box. Use the 'H' taping method for sealing packages. The correct closure of the parcel is essential for safe transportation.

Please do not use household sellotape, masking tape, string, rope or wrapping paper

PACKAGING

ADDRESSING & LABELLING

ROUTING LABELS

- It is essential that the routing label and /or consignment note is securely affixed to a flat surface on the top of the box along with any other relevant paperwork such as commercial invoices. Please make sure the routing label is not obstructed in anyway, otherwise the automatic sortation machines will be unable to scan the goods.

- Consignments should only be addressed by using a standard TNT consignment note and/or a TNT routing label.

- Both the sender's address and receiver's address should be clearly marked on the address label. The postcode and telephone details of the receiver should always be included on the consignment note and delivery address label. The postcode must be for a street address as we cannot deliver to post office boxes.

- A copy of the label or consignment note detailing the sender and receiver addresses and contact details should be placed inside the package. This will help us to identify the package in the eventuality that the external label falls off during transit.

- Please avoid the use of recycled packaging in order to ensure your goods are properly protected during transit. In the event that a package is being re-used, however, please make sure any previous shipping labels have been removed from the package.

DO'S AND DON'T'S



For a parcel the TNT routing label / consignment note must be placed on the top surface area of the package. Whilst, for a pallet the routing label should be affixed to the side of the pallet load making sure it is clearly visible for scanning purposes.



Ensure the label is printed on a properly functioning printer. The routing label is used for sorting the package to the correct destination and a poorly printed label will not scan.



Be careful to apply only one TNT routing label / consignment note to the package.



Obstruct the TNT routing label in any way eg: tape; shrink wrap; strapping or banding material.



Place the TNT routing label / consignment note where it overlaps the edge of the box.



Crease, mark or scratch the TNT routing label / consignment note when fixing to the package.

PACKAGING LABELS

It is imperative when packaging your parcels, pallets or irregular items ready for shipment that descriptive labels are applied to the consignment. This will assist with the identification of special handling or service requirements to ensure your freight arrives on time and in perfect condition.

For example:

- For Next Day services, guaranteeing delivery by 9am; 10am and 12 noon it is important that you apply the appropriate Express label
- For shipments destined to Scotland, please affix a 'Scottish' label.

Please find outlined on the next page the different types of descriptive labels which can be ordered through the TNT Stationary Ordering website:

SERVICE LABELS

Express: 9am



Express: 10am



Express: 12 Noon



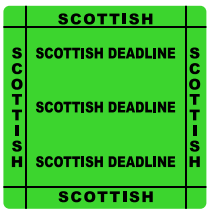
Economy Express: 12 Noon
(International only)



Saturday Delivery



Shipments destined to Scotland



ORIENTATION LABELS

Do Not Stack



Please note for all liquid products 'This Way Up' and 'Liquid' labels must be affixed to the shipment.

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Customer Packaging Guidelines

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