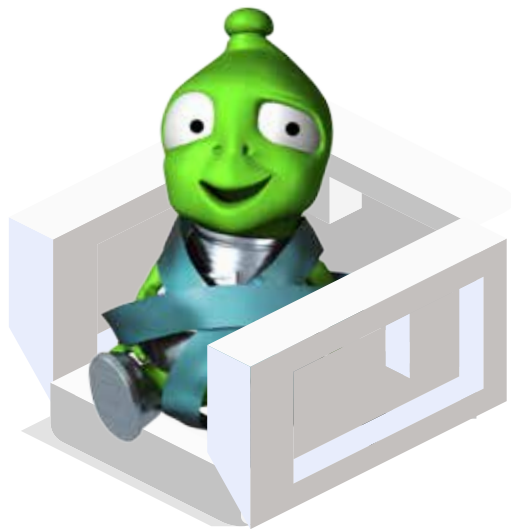


# What to watch out for when preparing a parcel



## 1. Consider the weight and type of the items you are shipping. Make sure the cardboard box is appropriately thick.

If you are shipping items in their original packaging, always check if the box is not damaged or weakened in some way.



## 2. If you are sending multiple items in a single parcel, separate them with some insulating material, such as polystyrene or bubble wrap.

## 3. Also fill the box interior with packing material (including from the bottom and top) to ensure that the contents cannot move during transport.

Secure the parcel deformation zones (corners and edges) with well-fitting polystyrene or other suitable alternative.





**4. Pack in your cover letter and invoice or invoice number, alternatively your claim number or claim communication number you got from our colleagues (CCT...)**



**5. Seal the package by sealing all seams with adhesive tape (the so-called letter "H" method) to prevent unwanted persons from tampering with your parcel.**

**DONE !**

