

A-Z wrapping & packing



A to D

Item	Preparation & Packaging
Alcoholic beverages (with an alcohol content of less than 70%.)	Wrap in polythene and seal with tape. Surround with an absorbent material like sawdust or newspaper. Pack in a fibreboard or polystyrene leak proof container.
Balloons (containing non-flammable gas only)	Ensure adequate cushioning material. Place in a rigid outer container which must be clearly marked "non-flammable gas".
Batteries (except lead acid batteries)	Only send batteries in their retail packaging. Surround them with cushioning material and place in a suitable outer container.
Books	Small books: padded envelope. Larger books: corrugated fibreboard book pack. Ensure there is a 2.5cm clearance at each end.
Cameras / Projectors	Detach any lens or additional pieces and if possible use original retailers packaging. Surround the items in a minimum of 5cm of cushion material and place in a rigid outer container.
Cash or money	All money MUST be sent via Special Delivery™. Do not write or indicate in any way that cash or coins are enclosed within the package. Coins should not be sent in an envelope. Package them securely in a rigid container. If using an envelope for paper Cash, ensure it's not visible.
Computer disks: audio and video cassettes, CDs and DVDs	Wrap cushioning material at least 2cm thick around each item. Use a rigid, purpose made container. We recommend you use screened envelopes for computer disks.
Diagnostic specimens	Diagnostic specimens can only be sent to destinations within the UK. The total volume/mass of the sample must not exceed 50ml/50g. Use a Safebox™ - Packaging must comply with certain specifications to ensure that what we carry is safe for employees,
Drugs for medical or scientific purposes	must only be sent by medical practitioners in an emergency. Pack in a strong inner container. Clearly mark the sender's name and address on the outer wrapping.





E to L

Item	Preparation & Packaging
Electrical goods (Small items; mobile phones, iPods, MP3, eBooks, sat nav. etc.)	Surround with a minimum of 1cm of cushioning (bubble wrap) and place in a rigid container or secure outer packaging and securely sealed. Wrap each item individually. Ensure plug pins are covered in 1cm of cushioning to prevent damage to contents and outer packaging. Electronic items may be sent in their original packaging, providing the battery is removed or not charged.
Films	Seal in polythene with address details clearly visible. Pack loosely in a padded envelope and then seal securely.
Fish , fruit, meat and other perishables	Items must clearly be marked PERISHABLE. These items Must be sent First Class as a minimum requirement,. We recommend using the Special Delivery™ service.
Flowers	Pack in layers separated by tissue paper. Use waterproof wrapping if the package includes damp moss or phials of water. Place in a strong corrugated board box or purpose made polystyrene pack. These items Must be sent First Class as a minimum requirement.
Fragile items (Glass, China, Resin, etc.)	Wrap extremities separately, e.g. limbs of figurines, ears, etc. Surround in a minimum of 5cm of cushion material. Place in a strong rigid container.
Keys	Attach a label with a contact name and telephone number. Wrap in cardboard then place inside a padded envelope.
Leaflets and brochures	For quantities up to 1cm thick,: place in: a padded bag, heavy-duty cardboard envelope or polythene shrink-wrap. For quantities up to 5cm thick: wrap in: corrugated paper, thick paper or polythene shrink-wrap.
Liquids and creams	Wrap in polythene and seal with tape. Surround with an absorbent material like sawdust or newspaper. Place in a fibreboard or polystyrene leak proof container.
Living creatures (such as insects used to feed exotic pets)	Please contact us for more information.



M to Z

Item	Preparation & Packaging
Magazines and newspapers	For quantities up to 1cm thick,: place in: a padded bag, heavy-duty cardboard envelope or polythene shrink-wrap. For quantities up to 5cm thick: wrap in: corrugated paper, thick paper or polythene shrink-wrap.
Magnets (such as audio/video magnetic tape or the magnets in loudspeakers)	Wrap cushioning material at least 2cm thick around each item. Mark the sender's name and address clearly on the outer wrapping. Send these items individually as they can damage other items they travel with - discs, tapes, etc..
Maps , plans and drawings	Place in rigid cardboard sandwich or inside a plastic tube. Maximum length 90cm.
Perfume (non-flammable or alcohol content less than 70%)	Wrap in polythene and seal with tape. Surround with an absorbent material like sawdust or newspaper. Place in a fibreboard or polystyrene leak proof container.
Powders and fine grains (such as tea or coffee)	Place inside a strong container such as strong polythene bag and seal securely with tape. Please inside a second container and seal again. The double-wrapped item should be placed in a rigid corrugated box.
Prints , frames and mounted canvas	Wrap cushioning material at least 5cm thick around each item. Place between thick board or polystyrene giving 2.5cm clearance at each end. If glass is in the frame there needs to be a surround of a minimum of 10cm of cushion material and placed in a rigid container.
Prints , unframed	Wrap in tissue paper. Place in a heavy duty cardboard envelope or if possible roll and send in a rigid tube, seal and clearly mark package PHOTOGRAPHS - DO NOT BEND.
Records (vinyl discs)	Place between thick card and surround with cushioning material at least 2.5cm longer than the item. Wrap in strong paper, seal with tape and clearly mark package RECORDS - DO NOT BEND.
Scissors , knives and other sharp items	Wrap heavy cardboard around all the sharp points and edges.
Water based paints	Volume should not exceed 150ml. Surround with cushioning material and place in a rigid container.