

Recommended Packaging Options

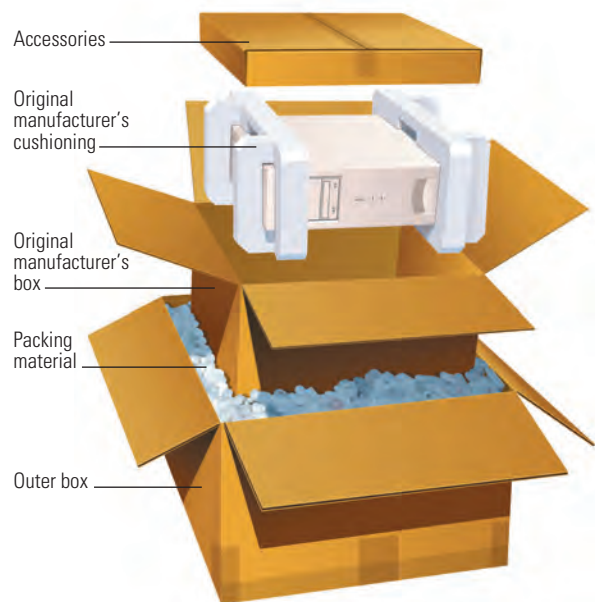
This brochure will help you pack and prepare your computer and peripheral shipments. Follow the instructions for the packaging method of your choice.

- Shipping with original manufacturer's packaging.
- Shipping without original manufacturer's packaging.
- Shipping in a transit case.
- Packaging freight shipments.

Shipping With Original Manufacturer's Packaging

Original packaging is usually designed to ship the product once, not multiple times. Reuse can weaken the packaging and place the inside product at risk. Overboxing provides extra integrity for the weakened original manufacturer's packaging.

Using Original Packaging and an Outer Box



Inspect the original packaging to ensure that the cushioning material and box are intact and unbroken. Make any repairs with pressure-sensitive adhesive plastic tape that is at least 2" wide. Pack the product using all the original packaging components.

Obtain a box that is at least 6" larger in length, width and height than the original manufacturer's packaging. Fill the bottom of the box with 3" of packing material (e.g., air-cellular cushioning or loosefill peanuts). Do not use crushed paper. Center the original manufacturer's packaging inside the outer box and fill empty spaces on all sides and the top with packing material. The inner box should be surrounded with at least 3" of packing material around all six sides of the inner box.

Apply at least three strips of pressure-sensitive adhesive plastic tape that is at least 2" wide to both the top and bottom of the carton to protect the package and its contents. Tape all seams or flaps.

Shipping Without Original Manufacturer's Packaging

We recommend three methods for shipping your computers and peripherals if you don't have, or prefer not to use, the original manufacturer's packaging.

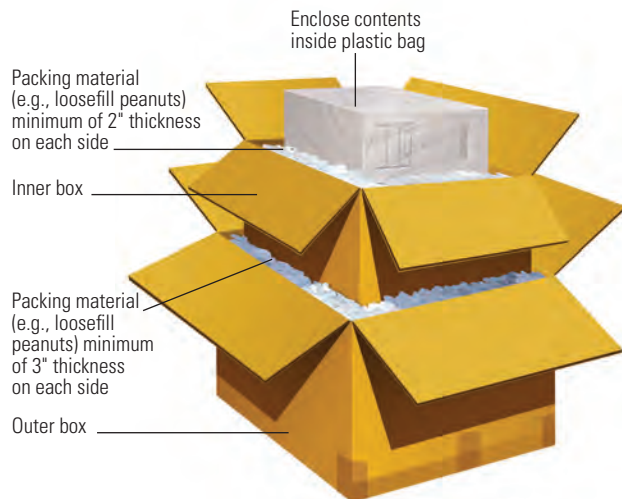
Using Air-Cellular Cushioning Material



Wrap the computer or peripheral on all sides with at least 3" to 4" of air-cellular cushioning material such as Bubble Wrap®. Place the wrapped item inside a sturdy outer box. Accessories that are wrapped in appropriate amounts of cushioning can also be placed in any open spaces of the box. Fill all spaces with additional cushioning so that the wrapped item fits tightly inside the box. If no open spaces exist, pack accessories in an additional box.

Close and seal both the top and bottom of the box with three strips of pressure-sensitive plastic tape that is at least 2" wide. Tape all seams or flaps.

Using Loosefill Peanuts



Since this type of packing material allows the packaged item to settle to the bottom of the box, it is important to use the overbox method of packaging. The inner box should be at least 4" greater in length, width and height than the item you are shipping. This will allow for 2" of space for all six sides. The outer box should be at least 6" greater in length, width and height than the inner box. This will allow 3" of space between the inner box and the outer box.

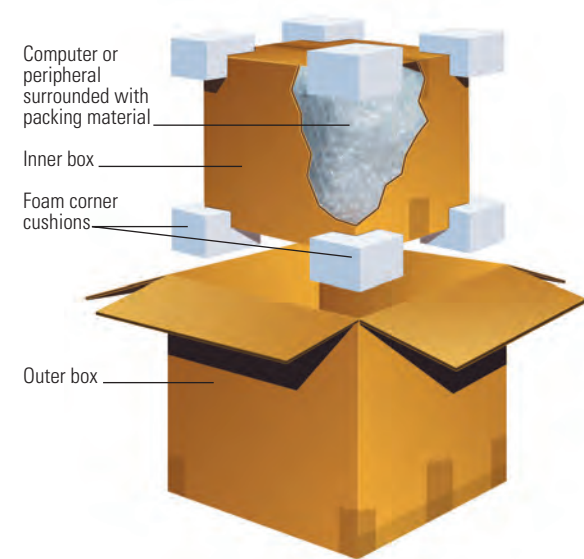
Wrap the computer or peripheral in a plastic bag to prevent the loosefill peanuts from getting inside the unit. Fill the bottom of the inner box with at least 2" of loosefill peanuts and center the wrapped item inside the box. Fill empty spaces on all sides and top with loosefill peanuts, ensuring that there is at least 2" of loosefill peanuts on all six sides of the item. Pack accessories such as power cords, keyboards and external drives separately, away from the computer or peripheral.

Close and seal both the top and bottom of the box with three strips of pressure-sensitive plastic tape that is at least 2" wide.

Fill the bottom of the outer box with at least 3" of loosefill peanuts and center the inner box inside the outer box. Fill empty spaces on all sides and top of the inner box with loosefill peanuts, ensuring that there is at least 3" of loosefill peanuts on all six sides.

Close and seal both the top and bottom of the box with three strips of pressure-sensitive plastic tape that is at least 2" wide. Tape all seams or flaps.

Using Foam Corner Cushioning



You may choose to use foam corner cushioning specifically designed to properly cushion your product during shipping. This packing method allows you to use one size of inner box, one size of outer box, and one type of foam corner cushioning to ship items of various sizes and weights.

Place the computer or peripheral inside the box and surround the item with at least 1-1/2" of packing material (e.g., loosefill peanuts, air-cellular cushioning, foam-in-place) on all sides so that the item does not move inside the box.

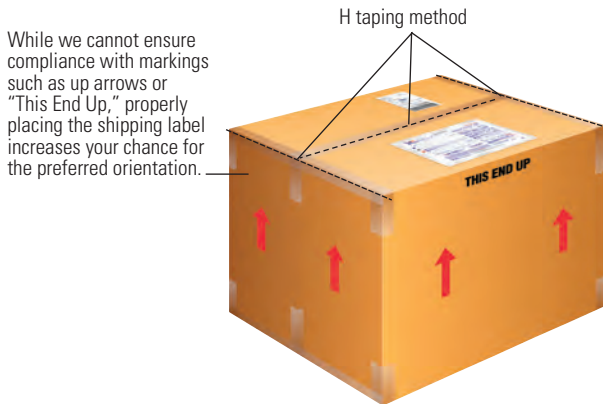
Close and seal the top and bottom of the inner box with three strips of pressure-sensitive plastic tape that is at least 2" wide.

Place the box containing the item inside a larger (outer) box fitted with the foam corner cushions. The outer box must fit tightly around the foam corner cushions.

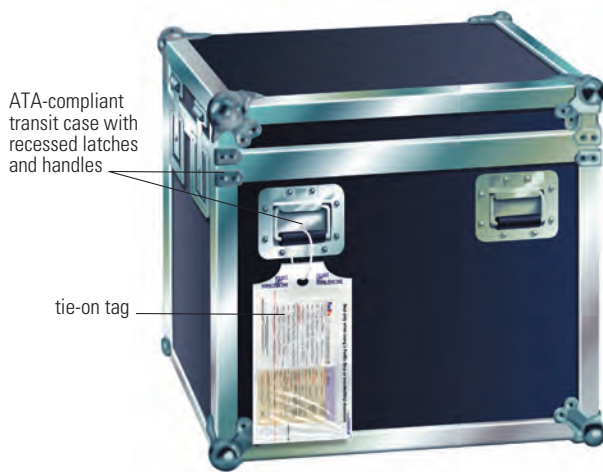
Close and seal the top and bottom of the outer box with three strips of pressure-sensitive plastic tape that is at least 2" wide. Tape all seams or flaps.

Sealing and Labeling Instructions

- Using the H taping method, apply at least three strips of pressure-sensitive adhesive plastic tape that is at least 2" wide to both the top and bottom of the carton.
- Tape all seams or flaps.
- Place the shipping label on the top of the largest side.



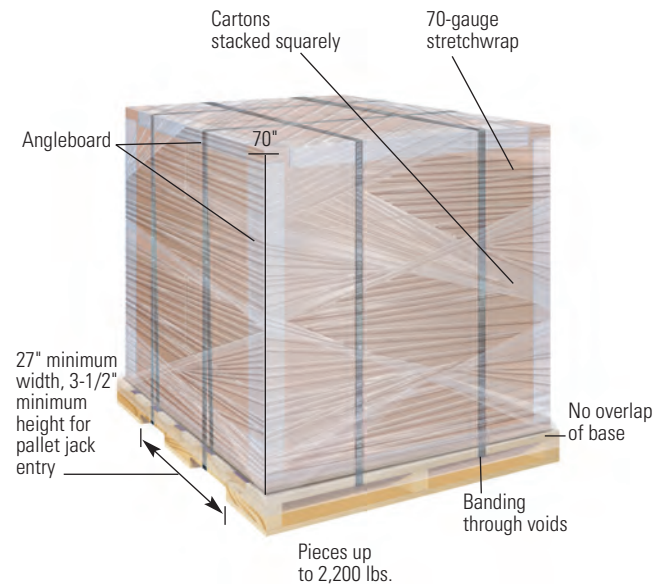
Shipping in a Transit Case



While transit cases can effectively protect computers and peripherals that will be shipped multiple times, care must be taken in the design of both the outer case and the inner cushioning.

When selecting a transit case, make sure the inner foam cushioning is designed to the proper fragility level to protect the computer or peripheral during shipping. Also make sure the outer case is manufactured in compliance with Airline Transport Association (ATA) standards. Handles, latches, wheels and locks should be recessed into the case.

Packaging Freight Shipments



Shipments that qualify as freight must be packaged accordingly.

You must package your freight shipments to allow for stacking of other packages on top of your shipment. Make sure your freight shipments are banded and stretchwrapped to the pallet, with the bands running in both directions. (Pallet loads secured with only stretch-wrap are not acceptable.)

Avoid corrugated or fiberboard pallets. You must secure all freight shipments weighing 151 lbs. or more on a forkliftable base, compatible for pallet jack usage. The minimum specifications for a typical base for forklift or pallet jack configuration are illustrated above.

Bubble Wrap is a registered trademark of Sealed Air Corporation.

NOTICE: This packaging brochure is provided to ELVIKOM Ltd customers to help reduce loss or damage due to improper packaging. However, it is NOT intended to be a comprehensive guide for packaging items all of carriers accept. We make no warranty regarding this information. Proper packaging is the sole responsibility of the sender.
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