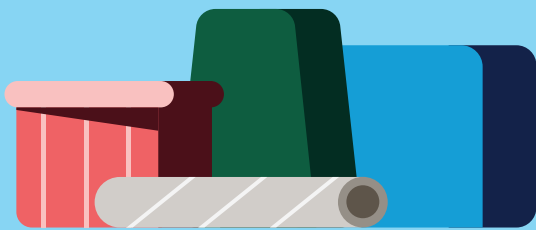


# Many parcels can be machine sorted

Do you want to avoid charges for special handling of parcels?  
Many parcels can be packed in a way that enables machine sorting instead – please see the checklist.



## Checklist

- Parcels should have 5-6 straight and smooth sides
- They should have a regular shape and be stable
- Parcels should be fully enclosed in an approved packaging material



## Some parcels can only be handled manually

Here are examples of parcels that cannot be machine sorted, resulting in special handling fees:



Uneven parcels



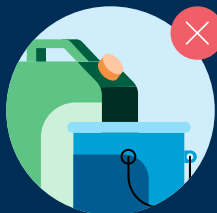
Rolls and tubes



Sacks



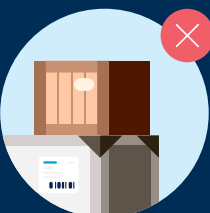
Badly packaged parcels that could otherwise have been machine sorted



Containers and buckets



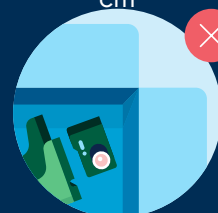
Parcels longer than 120 cm and/or wider than 60 cm



Metal and wooden boxes



Bundled parcels



Unstable parcels

# Proper packaging for safe delivery

Protect the contents of parcels from bumps, vibrations, and pressure by packing them properly. Here's what you need to know about packaging.

## Do as follows:

- Pack the item in soft and shock-absorbent material that protects it in all directions, within hard outer packaging that protects against pressure.
- Consider the fragility, weight, and shape of the item. Protect protruding parts.
- If you are sending several items in the same packaging, ensure they are all properly packed to prevent damage to each other. They may need to be separated by partitions.
- Fill the transport packaging with shock-absorbent material, otherwise it may be compressed if it is underneath heavier goods.
- Mount small and heavy items on a larger board so that they are fixed in the packaging and do not damage the packaging from the inside.
- Items with adjustable joints or wheels should be appropriately locked so that they do not move during transportation.
- Use proper packaging tape.
- Cross-tape the top and bottom.
- Use the smallest possible packaging, considering the fragility of the contents, to minimize unnecessary air space.

## Some items need to be packed with extra care:

### Fragile and hard objects



Wrap in bubble wrap, corrugated cardboard, and then something soft before the outer packaging.

### Posters



Roll into a tube and place it in a suitable cardboard box that is tightly closed in all directions, including at the ends.

### Flat and breakable objects – such as picture frames



Wrap in bubble wrap, corrugated cardboard, and then something soft before the outer packaging.

### Liquids, food and similar



Place the item in absorbent material and then a sealed plastic bag. Use cushioning material, such as bubble wrap, and place it in a cardboard box.

### Original package forwarding



Wrap in bubble wrap and place in a larger cardboard box.

## Remember that

- The heavier the parcel, the more or heavier packaging needed.
- Test by gently shaking the parcel. If the contents move around, consider using smaller packaging or adding more filling, such as bubble wrap.
- It is preferable not to use newspaper, clothes or towels as filling. These do not provide sufficient cushioning against bumps.

## Do you have any questions?

Please scan the QR code to learn more.

You are also welcome to contact customer service on +46 771 33 33 10.

