



## Packing Guide

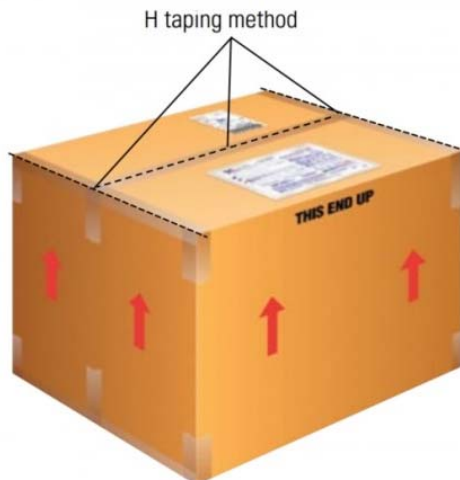
### JIFFY BAGS / ENVELOPES

Smaller or less fragile items can be sent to us in padded envelopes but please use the correct size envelope for the item and wrap the item in bubble wrap or cotton wool before putting it inside the envelope to protect it.

Hand-pieces or attachments should be fine in an A5 envelope and hoses will be fine in an A4 size but for increased safety please always use a box if possible.

### BOXES

#### **Packing in General**



It is important for the packaging to withstand the weight of the parcel's contents.

Bundles of packages can be excluded from transport so please use one box to hold all items.

None of the contents should stick out of the box. In such cases please select a larger box.

Please make sure that your goods are securely packed in square/rectangular boxes.

The packaging should also be able to resist the strains of automatic and mechanical handling.

We recommend 'H' taping the box joints on the top and bottom with strong packing tape.

#### **Outer Packaging**

If you need to recycle a packing box or padding to send an item to us it should be checked for damage before use and repaired or replaced if necessary.

Please make sure that you obscure or remove any existing labels/barcodes and that our address is clearly identifiable and readable on the upper face of the box. Please also put a return address on the box in case of loss.

#### **Inner Packaging**

All sides must be protected, **especially the bottom** with 10-20cm of firm padding for heavy/high value/fragile items.

Suitable packing material can be bubble wrap, foam sheet, packing chips or tightly screwed up newspaper.

The padding should be firm to restrict device movement and minimise risk of internal damage to the box.

The contents must not be able to move around inside the packaging because if they come into contact with the outer packaging they are at risk of damage or loss.