

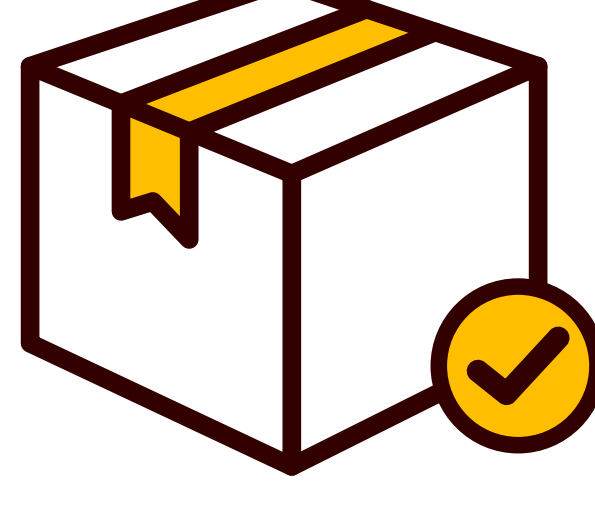
Things to keep in mind when packaging your goods



1. Choose the right box

Use a new rigid corrugated double wall cardboard box and choose the right size for the content.

A box that is just the right fit for the size of your products will be too small as you won't be able to wrap your items properly and use cushioning material.



2. Pack your items



Use a good amount of cushioning material



Fragile items should be wrapped separately



Leave at least **5-6cm distance** between the content and the walls of the box.



If you are shipping heavy items, use only **dense cushioning**

3. Shipping label

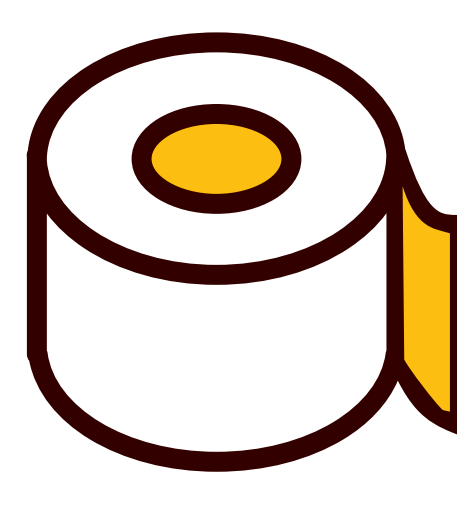
It's always a good idea to **print out the shipping label twice** and place the duplicate inside the parcel.



4. Seal the box

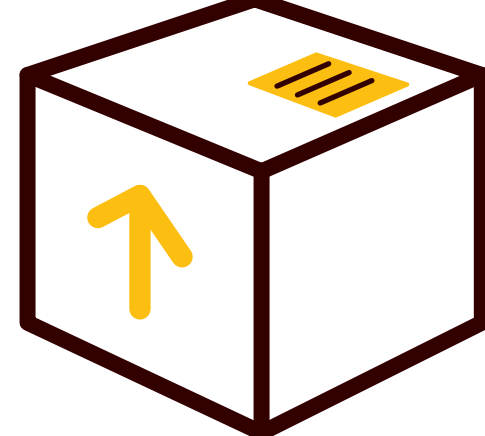
Sealing the box with proper packaging tape is key.

It's best to use heavy-duty or preferably reinforced tape to seal your box if you are shipping **heavy items over 25kgs**.



5. Place your label safely and visibly

Place the label with the complete sender and delivery information on the biggest surface of the box.



Special packaging

Liquids



Sufficient and careful packaging is key when shipping any sort of liquids, such as beverages.

These shipments must meet UPS packaging requirements and should be tested by the manufacturer to meet ISTA3A or UPS Package Design and Test Lab requirements.

Heavy items



For parcels weighing over 25kgs, make sure that **seams are stitched or stapled** instead of glued.

Check the strength of the box to ensure that the size limit and gross weight limit of the box are not exceeded.

Irregular shaped items



If you are shipping maps, posters, blueprints or other rolled up items, use **triangular tubes instead of cylinder tubes**.

Fragile items



Be sure to use a **double walled corrugated cardboard box** and go for a new box instead of re-using old ones.

How To Correctly Measure a Parcel



• Determine Length, Width and Height

The longest side of your parcel is your length.

• Round Up

Make sure that you're rounding up to the nearest centimetre when taking your measurements.

• Keep Measurements handy

You'll need these when you create your shipment.

How do I determine the dimensional weight of my parcel?

Dimensional weight = (L x W x H) ÷ 5000

Compare the parcel's actual weight to its dimensional weight. The greater of the two is the billable weight and **will be used to calculate the rate**.

Choose the right packaging to avoid additional charges

Packages are billed according to size measured in our system. Make yourself familiar with size limits and choose stable packaging.

Additional Handling Charges

- Any article encased in an outside shipping container of metal or wood
- Any cylindrical item such as a barrel, drum, pail or tyre that is not encased in a corrugated cardboard shipping container
- Any package with the longest side exceeding 100cm (39.5"), or a second-longest side exceeding 76cm (30")
- Any package with actual weight exceeding 25 kg
- Refer to the UPS Tariff/Terms and Conditions of Service for additional information

Large Package Surcharge

A package is considered a "Large Package" when its length plus girth [girth = (2 x width) + (2 x height)] combined exceeds 300cm, but does not exceed the maximum UPS size of 400cm. Large Packages are subject to a minimum billable weight of 40kg in addition to the Large Package Surcharge.

Over Maximum limits

Packages with an actual weight of more than 70kg, or that exceed 274cm in length, or exceed a total of 400cm in length and girth combined [girth = (2 x width) + (2 x height)], **are not accepted for transportation**. If found in the UPS small package system, they are subject to an additional charge. Packages exceeding 400cm in length and girth combined are also subject to the Large Package Surcharge and UPS reserves the right to stop or return the package.

Read more here:

[How to Avoid Shipping Charge Corrections](#)

For more information on UPS tariffs and services, visit [ups.com/rates](https://www.ups.com/rates).