

# SF Packing Guideline

## A. The importance of proper packaging (International transportation)

International shipments are handled and transited through many locations from the origin to the destination; improper and unprotected packaging will put the safety of the shipment at risk.

Packaging of international shipments is arranged by the customer. In order to make sure your shipments will be delivered on time and in good condition, let's learn the quick tips to protect your shipment.

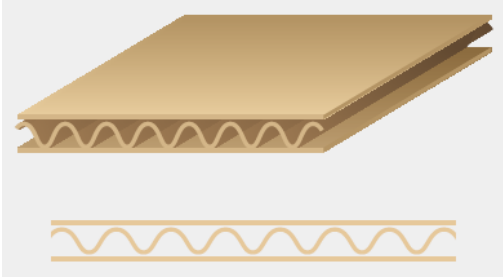
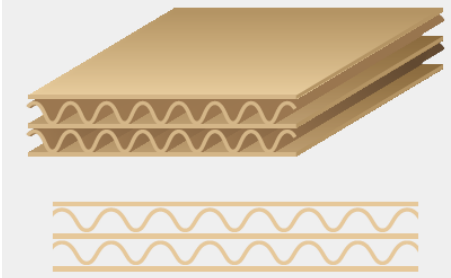
## B. Composition of packaging

1. Outer Packing: The external packing material protects the shipment from external damage during transportation.

Example: Envelope, plastic bag / flyer, double-walled carton box, wooden box etc.



### Did you know?

Single-walled Carton Box	Double-walled Carton Box
Usually used in domestic transportation	Usually used in international transportation
	

2. Inner Packing: The material used for protecting the content from being damaged by crash or vibration.

Example: EPE sheet, form box



3. Cushioning: Material used for filling up the space between the product and box to avoid the content from moving inside the box.

Example: Bubble wrap, loose fill peanuts (EPE, EPS)



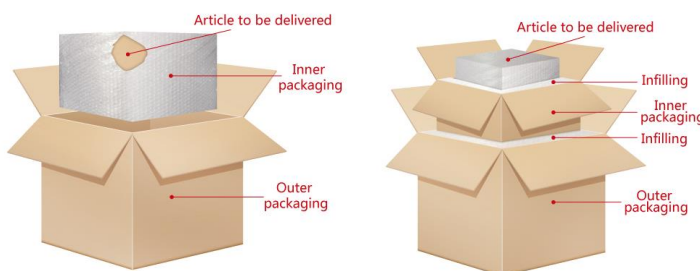

**Did you know?**

Recommended thickness of buffering material:

Weight of consignment	Thickness of buffer
0 – 3 kg	2 cm
3 – 5 kg	3 cm
5 - 10 kg	5 cm
10 - 15 kg	6 cm
15 kg +	8 cm

**C. Packaging methods for different shipments**

<p>1. Does the shipment exceed this dimension? (l) 70 x (w) 40 x (h) 32cm</p>	<p><b>Packing for oversize product:</b>  <b>Outer packing:</b> Wooden box or double-walled carton box  <b>Inner packing:</b> EPE sheet, corner protector, form box  <b>Cushioning:</b> Bubble wrap, loose fill peanuts (EPE, EPS)</p>
	<ol style="list-style-type: none"> <li>1. Box-in-box packing is preferred in international transportation as it provides stronger protection than its original packing for the product and helps to prevent from damages during transition.</li> <li>2. Sufficient cushioning materials shall be used inside the box to prevent the movement of product and fully wrap the inner box</li> </ol>

	<p>with bubble wrap. Place the wrapped box into the external packing box and fill void space with sufficient bubble wraps.</p>  <p>3. Different packing method shall be used for various products, please refer to packing advice #2 - 5.</p>
<p>2. Is there any glass bottle with liquid inside?</p>	<p><b>Packing for glass bottles:</b>  <b>Outer packing:</b> Rigid box, e.g. double-walled carton box  <b>Inner packing:</b> Corner protector, cardboards  <b>Cushioning:</b> EPE</p> <ol style="list-style-type: none"> <li>1. Use cardboards or EPE sheet (thicker than 1cm) to separate the bottles.</li> <li>2. Place the corner protector onto the top and bottom of the outer retail package of bottle.</li> <li>3. Stuff the space with cushioning material between the cardboards and the external packaging.</li> </ol> 
<p>3. Are there any products/ part of product made of glass, ceramic, LED?</p>	<p><b>Packing for fragile items or valuable items</b>  <b>Outer packing:</b> Double walled carton box or container with same strength  <b>Inner packing:</b> EPE sheet, cardboards  <b>Cushioning:</b> EPE sheet, bubble wrap, loose fill peanuts (EPE, EPS)</p> <ol style="list-style-type: none"> <li>1. Wrap the contents separately with EPE sheet or bubble wrap. Then use cardboards or EPE sheet (thicker than 1cm) to separate the contents.</li> </ol> <p>Used cardboards to protect the LED monitor before wrapping it with EPE sheet or bubble wrap.</p> <ol style="list-style-type: none"> <li>2. Put the product in the center of the box to prevent it from touching the outer packing. Then fill up the space with sufficient</li> </ol>

	cushioning material to avoid movement.
4. Is there just a few documents or clothes?	<p><b>Simple packing</b>  <b>Outer packing:</b> Envelope, Plastic bag/ flyer.</p>
	<ol style="list-style-type: none"> <li>1. If it is a document, please put into the envelope to prevent it from being folded.</li> <li>2. If it is an apparel or wet tissue, please put into the plastic bag / flyer.</li> </ol>
5. Others	<p><b>Packaging for general goods</b>  <b>Outer packing:</b> Double-walled carton box or containers with same strength  <b>Inner packing:</b> EPE sheet, cardboards  <b>Cushioning:</b> Bubble wrap, loose fill peanuts (EPE, EPS)</p>
	<ol style="list-style-type: none"> <li>1. Pack the product separately with EPE sheet or bubble wrap. Then use cardboards or EPE sheet (thicker than 1cm) to separate the items from collisions.</li> <li>2. Put the product in the center of the box to prevent it from touching the outer packing. Then fill up the space with sufficient cushioning material to avoid movement.</li> </ol>

For more information about packaging service, please contact to our Customer Service Hotline at **080 393 1111**.