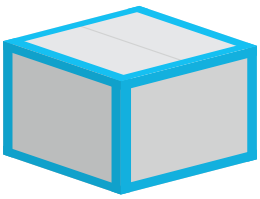
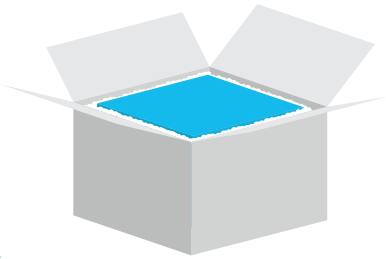
CDS
Technology
for Business

How to prepare your product for shipping

The sender is in charge of a proper packaging. If goods got packed in a wrong way problems like demages, delays and additional fees can occur. To avoid these circumstances this guide shows in five steps how to get your shipping prepared ideally:

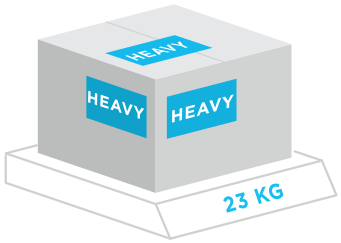


1. The right quality
You should be sure your carton is in good condition and stable enough to protect your product.

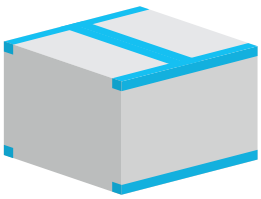


2. The right size
Choose the **best fitting carton** for your product. Use fillings if necessary.

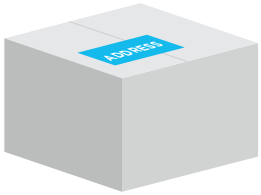
3. Heavy and big goods
Heavy cartons (**from 23 kilos**) need to be marked with a label on every side which says „**HEAVY**“. Packages which are not stackable should be labeled clearly visible as well. Otherwise we cannot be liable for possible damages. Packages which are sent with parcel services should manage a drop height of 80 centimetres.



Products from 70 kilos weight and used printers including ink or toner need to be sent on a **palett**.
Displays up to 32“ may only be sent on a palett and have to be labeled as **not stackalbe** clearly visible.



4. Right closing
Use a convenient tape for sealing and apply the tape in **form of an H** on the top and bottom of the carton.



5. Clear labeling
Make sure the **label** on your carton is clear to read. Remove old labels and apply the new one **on the top** of your carton.

Further information to this packaging guide
www.cds-service.com/en/leistungen/verpackungshinweis

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