HOW IS YOUR PACKAGING?

APC overnight

External Packaging

IDEAL FOR DOCUMENTS

1kg Express MailPack
APC overnight
NATIONWIDE NEXT DAY DELIVERY

5kg Expre...
APC overnight
NAT... NEXT DAY DELIVERY

MailPack (MP)
Maximum weight 1kg
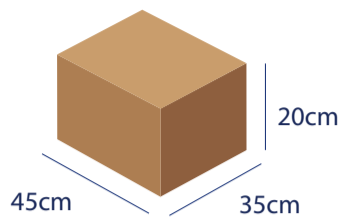The item must physically fit into the MailPack and not exceed 1kg,
No liquids.

CourierPack (CP)
Maximum weight 5kg
The item must physically fit into the CourierPack and not exceed 5kg,
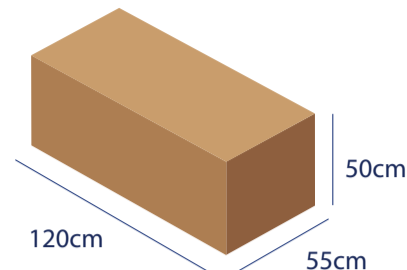No liquids.

Mail packs and courier packs are not substitute for external packaging, please remember to package the goods within the packs, ideally items should be placed inside a box. Bags must be sealed.

Internal Packaging

MOST POPULAR

Bubble wrap
Great for cushioning of light - weight goods, void filling and protection of the goods.
We strongly advise you use multiple layers.

Foam wrap
Foam wrap is a flexible, lightweight and non-abrasive protective packaging material, you can use foam wrap to layer items in boxes which is especially useful for fragile items .

IDEAL FOR WINES & SPIRITS

Corrugated inserts
Void filler, protection and as a divider. Ideal for bottles and containers

Crumpled paper & Shredded cardboard
Void filler, can be used on lightweight items to wrap around, protection and can also be used as a divider.

IDEAL VOID FILLERS

Foam peanuts
Good for cushioning, void filling and as a divider, this material is for lightweight

IDEAL VOID FILLERS

Air bags
Void filler.

20cm **45cm** **35cm**

LightWeight (LW)
Maximum weight 5kg

50cm **120cm** **55cm**

Parcel
Maximum weight 30kg

Top Tips

It is important to use the correct box size, under filled boxes may collapse and over filled boxes may burst under the pressure.

A 6cm separation between the item and the outer box is ideal, items should not touch the outer wall of the box.

The APC recommend not to re-use boxes as they lose their strength and may result in your item becoming damaged however, if you do re-use boxes, please check there are no holes, tears or dents in the box.

Wrap each item separately using bubble wrap or foam wrap and ensure that the item/s are placed in the centre of the box. Fill any void spaces with foam peanuts or air bags.

Always fill any void spaces in the box with foam peanuts, air bags or shredded cardboard. (Please see internal packaging on the left for more information)

Point of sale material display stands should always be packaged within a larger outer box.

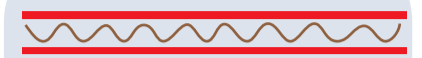Gifts/special occasion presents must always be packaged within a larger outer box.

In order for perishable items to last up to 48 hours, The APC recommend using polystyrene containers or insulated boxes.

Always use corrugated inserts when packaging liquids (refer to internal packaging information on the left). An "Arrow up" sticker should be applied on the box.

Paint tins should be packaged with lids clipped and always use the H tape seal method (refer to H-Taping on the right) to stop any paint leaking from the box.
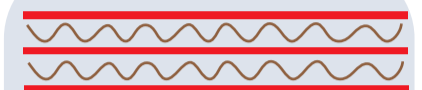
Ensure limited quantities are placed into leak proof containers, then packaged into a good quality box. (Always refer to the material safety data sheet).

Outer box wall thickness

Single Wall Thickness
This type should only be used for lightweight and non fragile products - up to 5kg.

Double Wall Thickness
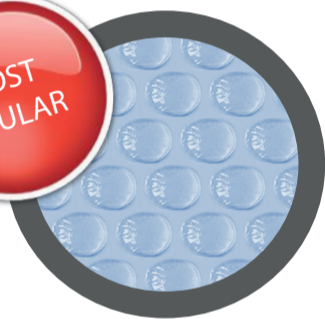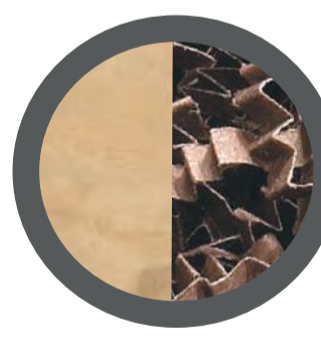This type should be used for heavier items - 10kg to 15kg.

BEST PRACTICE

Triple Wall Thickness
This type should be used for even heavier items - up to 30kg.

H-taping

Step 1 - Apply strip of durable tape along the centre seam

Step 2 - Apply strip of durable tape along both edge seams

Apply more strips of tape for heavier shipments, repeat the H-taping so that both the box's top and bottom seams are sealed

DON'T FORGET

Before taping, place a document inside the box detailing the to and from address, in case the label is no longer visible.

Labelling position & print out of labels

Note: Please remove all old labels if box is being re-used.

Labels on parcels should be placed on the top of the parcel, if a box is being re-used please ensue that all old labels are removed and the surface is clear for the new label to be placed on properly.

Our automated conveyor will not read barcodes that go around corners/aren't flat, ensure that labels are only placed on one flat surface of a parcel.

Ensure that the label is printed correctly and that the print quality is high, low quality printed labels will make it hard for the scanner to scan the bar code presented on the label. Always ensure that the label has white space around the bar codes, and the print is not faded.

Labels should not be placed in a document holder or a plastic wallet as reflections from the plastic means that the sort scanners will not read the barcode,

Strapping should always be placed away from the label.

Strapping should not cover the barcode on the

Object Labelling

Always apply the label across the tube, ensure the barcode is straight and does not over lap.

Do not apply the label at the end of the tube, as the barcode is unreadable.

Canvas surface products must be taped at one end and then label applied ontop of the tape.

Do not place the label on the canvas surface as it will peel off easily.

Mailpack Labelling

Make sure you apply the label in the box provided on the mailpacks.

Ensure that the label is not placed outside the dedicated box area and it is flat and clear to read, creased barcodes will not be recognised by our system and can cause delays to delivery.

Using Service Stickers

 premium — Used to identify items that are timed services - delivery pre 10am and pre noon.

 saturday — Used to identify items for delivery on Saturdays only.

 security — Used to identify items that must be centrally sorted in the designated high value area only.

 live fish — Used to identify live fish/coral. (Specific guidelines apply, available from your local depot)

 fragile/liquid — Used to identify items that have fragile/ liquid contents and require sort by hand.

 two person lift heavy item — Used to identify items that are over 25kg in weight (maximum of 30kg).