



Packing tips

Essential information on how to pack and label the equipment being returned, as well as special instructions for large quantities of equipment.

Label

It is extremely important to properly label the assets for identification purposes.

The freight Bill of Lading label must contain the following information:

- Company name
- Company address
- Contact name
- Contact phone number

For any packing

- If shipped in boxes or "Power Packs", the boxes should be large enough to allow three to four inches of space between the item of equipment and any side.
- Attach an identification label to the side of the box with cellophane tape.
- Make sure the identification labels are securely attached and will not fall off during shipping and handling.

Single pack

- A box would be preferred, it needs to fit the unit and completely wrapped.
- It is important to use a bubble wrap to protect the system and any items related to it.
- Include all items such as Mouse, Keyboard, Power adapters, etc.
- Fill the gaps with packing paper

Large quantities

- We suggest using industry-standard "Power packs".
- Double wrap each equipment in large bubble wrap and secure with tape.
- Place the equipment in box on its edge, not flat. Fill first level in box.
- Place cardboard layer over first layer of laptops.
- Pack second layer of laptops individually wrapped with bubble wrap.
- Wrap attachments (AC adapters, external floppy drives, etc.) in bubble wrap and place on top of second layer of laptops.
- Seal box with tape.
- No more than two of laptops within a box.

When to use Pallets

- When the pieces are OK to fit squarely, it's recommended having it in pallets.
- The total amount of weight is equal or bigger than 100lbs.
- Height / width for shipping are similar within the pallet.
- The boxes are vertically aligned.
- The pallets are in fully conditions to be balanced and properly weighted.

Laptops (large quantities)

- Double wrap each laptop in "large bubble" bubble wrap and secure with tape. Place laptop in box on its edge, not flat.
- Place cardboard layer over first level of box.
- Pack second layer of laptops individually wrapped with bubble wrap.
- Place cardboard layer over second level of box.
- No more than two laptops within a box.

Monitors

- Use bubble wrap.
- On the box, place the monitor laying on its side (not on its pedestal).
- Add power cord and signal cable.
- Be certain to include pedestal/tilt-swivel stand.
- Ensure pedestal base is securely attached.
- Seal box with tape

For large quantities:

- Wrap them on bubble wrap, especially the glass surface.
- Place monitor on its side on the skid
- Be sure to place other monitors on the skid so that the glass surface are not facing each other.
- Cover the first layer of monitors with cardboard and place second layer on top of first.
- No more than two layers should be packaged on a skid.
- The number of monitors per layer will depend on the monitor screen size.
- Shrink-wrap monitors to the skid to prevent movement of monitors

Tablets / Mobile devices

- Mobile devices should be preferably be boxed or packed individually and bulk packed together with wrapped accessories in a large bubble-wrap lined box screens facing away from the outside.
- If individual packing is not possible, wrap each device in bubble wrap and tape securely.
- Place mobile devices with screens facing away from the outside into a box lined with bubble wrap.
- Place bubble wrap where is empty space to prevent shifting during transport.
- Place wrapped accessories in a separated box and pack with devices.