Packing Tips

Label It is extremely important to proper label the assets for identification propose.

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

1. Company name
2. Company address
3. Contact name
4. 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 complete 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 adaptors, 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 recommend 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.
- Do not place skids on top of each other when packing trailer.

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.