

# PACKING TIPS

Use these proper packing techniques to save money and keep your shipments safe. The packing and shipping experts at FedEx recommend the following:



## Get your contents ready

- Determine whether your item(s) are sturdy or fragile
- Wrap fragile items in shock-absorbing material



## Select your shipping box

- Match your box to the size and weight of the contents
- Use a sturdy box (preferably new) with no holes, tears, or corner dents
- Remove old labels

**For tips on shipping fragile items, ask one of our packing pros at FedEx Office.**

## Label the box inside and out

- Add shipping label to largest surface
- Include full address for you and recipient
- Must have name, address, ZIP code, and 24-hr. phone number

**As an added precaution, put a card with contact/delivery information inside the box as well. Or you can write the pertinent information on the inside flap of the box.**

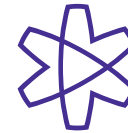
## USE THE H-TAPE METHOD



ADD THE **SHIPPING LABEL** TO THE LARGEST SURFACE OF THE BOX

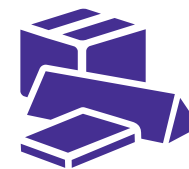
## Seal the box on all sides

- Use packing tape, not duct or masking tape
- Use the H-tape method
- Don't wrap the box with paper or string



## Want us to pack your shipment?

Drop off your items at FedEx Office, and our experts can pack them and ship them for you.



## We offer specialty boxes for you

Yes, you can ship your golf clubs, your favorite framed art piece, and other irregular-shaped items. We offer specialty packaging solutions for all your shipping needs. And you can even pick up packing supplies at your local FedEx Office — from tape to packing peanuts.



For more tips, go to [fedex.com/packaging](https://www.fedex.com/packaging)