

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 and wrap them appropriately with shock-absorbing material



Select your shipping box

- Match your box to the size of the contents
- Use a sturdy box (preferably new) with no holes, tears, or 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 the top of the box¹
- 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.

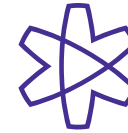
USE THE H-TAPE METHOD



ADD THE SHIPPING LABEL TO THE TOP OF THE BOX¹

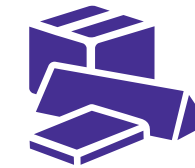
Seal the box on all sides

- 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 you²



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).

¹ If the shipping label does not fit on top of the box without going across box seam, instead place the shipping label on the largest surface area of your package. Try to keep the label more than four inches from the edge of the package. If this placement option is not possible, affix the shipping label to the longest side of the box or to the largest side of the box that does not have a level top. Avoid placing the shipping label over box seams, box edges, or rough surfaces. Also, do not put tape or straps over the shipping label due to the possibility of it being misread.

² Restrictions on product size and weight apply.