

Don't Just Wrap & Mail... **PACKPost It.**

Any international postal package like EMS Speed Post, Air, SAL (Surface Air Lifted) & Surface parcel during its long journey will have to withstand shocks and pressures that are an unavoidable part of any journey. Proper packaging is therefore essential to protect the contents.

Please remember, inadequate packing can often lead to delay, damage and / or detention of the item. It can also jeopardize the payment of any compensation that may normally be claimed.

Introducing total Packaging Solutions from India Post.

PACKPost.

PACKPost is the effective way to send items up to 30 kg anywhere in the world.

Experience the Following **PACKPost** Services

- Sale of carton boxes, filling materials, tapes, stickers and forms.
- Professional advice on customs & export formalities covering prohibited items.
- Advice on addressing, filling of export, customs and various documents.
- Professional packing.
- Wherever required the PACKPost Centre staff will help you to paste appropriate Cautionary Labels / Markings like Fragile, Keep Dry, Handle With Care etc. to avoid any damage to your parcels during its transmission.



Advantages of **PACKPost** Boxes

PACKPost boxes are specially made to meet your packaging needs for sending parcels by post.

- Superior Protection - Made of heavy-duty corrugated cardboard, the box gives superior protection to your items sent by post.

- Convenient for mailing - No more time wasted hunting for boxes, filling materials, tapes. Make posting an enjoyable experience.
- Box, fill, stamp and post in the same **PACKPost** centre.
- Boxes and filling materials are available in convenient sizes and packs.

Tariffs and Service Charges

Please contact **PACKPost** centre for all applicable charges or visit our website www.tamilnadupost.nic.in for upto date information.

PACKPost and Gain Peace of Mind

Available at major post offices in Chennai City and in Foreign Post, Chennai - 600001.

Designed to suit your needs		
PACKPost Box Sizes available		
Box Size	GSM	Ply
500 x 300 x 200 mm		
400 x 240 x 170 mm		
300 x 200 x 110 mm	120	5 and 7 ply
250 x 170 x 90 mm		
200 x 140 x 60mm		
PACKPost Filling Materials Available		
▪ Bubble Wrap	▪ Thermocol Sheet	▪ Shredded Paper
▪ Styrofoam Peanuts	▪ Foam Sheets	▪ Cardboard Roll

Posting Something Breakable or Dangerous?

Wrap, Pack and Post

Breakable articles always need special care, especially when packing several items together. These will require protection from each other as well as external forces. Adequate room should always be allowed for cushioning material such as **PACKPost** Bubble Wrap.

Remember, it's your responsibility not to post prohibited or dangerous articles. So if in doubt please read the following information.



Packaging Tips for Parcels

- Always make sure that your parcels are securely packaged. Common containers are boxes and cartons of cardboard, fibreboard, metal or wood. Others are metal cans and tubes, padded postbags and fibre mailing tubes with metal ends.
- Containers should be large enough to hold the contents plus adequate space for cushioning to prevent damage, but not so large as to permit shifting of the contents.
- Use **PACKPost** Tape to add strength to your parcel's wrapping.
- Double containers should be used for sending liquids and powders. The containers should be leak-proof and sufficient cushioning material should be placed between the interior and the exterior containers.
- Items that have an odour should be placed in an airtight container.
- Liquids - Items containing liquid should be surrounded by absorbent paper, placed in a sealed bag and bubble wrapped to minimise leakage in case of breakage. When sending glass articles ensure that strong outer packaging such as **PACKPost** Mailing Boxes adequately protects the items.
- Powders - Pack in a sealed plastic bag in case of spillage and cushion in bubble wrap. Strong outer packaging will provide further protection.
- Sharp objects should be packed to prevent edges cutting through outer packaging, which should always be of rigid construction. Suitable guards including cork are recommended for sharp ends.
- Small heavy metal objects are to be best enclosed in a suitable cushioning material before final wrapping to ensure the inner articles do not damage the outside packaging.

- Ointments, pastes and creams should be placed in a sealed bag and bubble wrapped before being placed in rigid outer packaging.

Internal Cushion

It's important that you cushion the contents of your package properly. The cushion should protect all 6 sides of the content from the box side, in an effort to "float" the item centered in the box.

Recommended Cushioning Materials

Please use the materials listed below to cushion and protect your shipment. We have a range of cushioning and filling materials in our post offices.

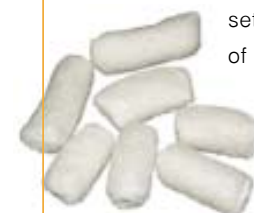
Bubble Wrap

Can be used to protect and cushion light weight items. Use in multiple wraps and layers to ensure that the item is completely protected, especially on corners and edges.



Styrofoam Peanuts

It may be used for light weight items. Due to the shifting and settling properties of peanuts, keep a minimum of three inches (8 cm) of cushioning around the contents. Use flat pieces of corrugated fibreboard between contents and peanuts to prevent the movement of the contents through the peanuts.



Silica Gel

Removes humidity in sealed packages. Prevents corrosion, condensation, rusting and fungal growth. It is ideal for all electronic equipments, leather goods and when items are stored for a period of time. It is recommended that you use a minimum of 5 grams of Silica Gel per cubic foot (0.28m³), making sure that your package is as airtight as possible.

Tying and Sealing

Whatever the size and shape of the parcel, it is always best to fasten it firstly with adhesive tape and secondly with string. The string should be placed round the parcel in at least two directions and knotted separately each way. Adhesive tape by itself is not enough.



Shipping Fragile Items

Fragile objects like electronics, glass, ceramics, and artwork will require special packaging for safe handling. Packages containing these and similar items may require added cushioning or a double box.



- Write FRAGILE on the box in more than one spot.
- Please be sure that you wrap each item separately. Fragile articles need both suitable separation from each other and clearance from the corners and sides of the box.
- Each item should be surrounded by at least two inches (5 cm) of cushioning and be placed at least two inches (5 cm) away from the walls of the box. This will protect your items from product-against-product damage and shield them from the shock and vibration that can be conducted from the exterior of the box to its contents in transit.
- Bubble wrap (air cellular cushioning) is ideal for surface protection & cushioning of fragile items during the shipping process.
- Wrap the item in 1 or 2 layers of bubble wrap and secure it with tape. Place the item in a box with other cushioning material inside it such as Styrofoam Peanuts.
- Make sure that the item is surrounded on all sides by packing material and that the box is completely full.
- Place more peanuts to the top of the box. Do not make the packing too tight. This can cause your item to explode inside the taped box from pressure.

Special Packing Requirements

Always use **PACK**Post boxes and cushioning materials.

Food

Foodstuffs should be packed in sacking or similar material with an internal waterproof wrapping such as polythene and sufficient absorbent packing to prevent the contents damaging or tainting the outer covering. Such articles, if sent to tropical or sub-tropical countries or through the tropics, must be packed in receptacles which are rat-proof and do not allow the smell of their contents to escape.

Paintings, Plans

These should be enclosed in strong cardboard tubes, reinforced if necessary with a wooden rod inside the roll or with stout strips of wood on the outside.

Small Machine Parts

Because of their relatively heavy weight, small machine parts are liable to burst all but the strongest packing. Wrap in hessian or sacking, tie with string, and place in a strong box with enough cushioning material to prevent movement.

Photographic Prints

Photographic prints should be wrapped in tissue paper and firmly fixed between two stiffeners of rigid material such as fibreboard, which should be at least 25 mm larger all round than the prints, before being placed in a stout envelope or cardboard box bearing the words 'DO NOT BEND' in bold lettering.

Powders

These must be packed so that the contents cannot soil or taint other packets. They should be placed in an inner container such as a polythene bag, which must be securely closed and then packed in a fibreboard or cardboard box.



Plastics

Articles moulded in thin section from brittle plastic materials should be packed with ample soft packing material as for fragile articles.

Racquets (Badminton, Golf, Tennis)

These must be firmly tied to a wooden board or wooden cross slightly larger than the racquet and stout enough to give adequate protection both to the frame and the handle. The strings must be fully protected on both sides by some rigid material, such as hardboard.

Sharp Instruments

Sharp Instruments may be sent by post only if the sharp edges and points are covered with a suitable protective material so as to prevent from causing injury to anybody handling them and damage to other packets. The protective material must be fixed in such a way that it cannot be dislodged during transit.

Dangerous Goods Must Not Be Posted

- Explosives
- Compressed gas
- Flammable liquids
- Flammable solids
- Oxidising materials
- Poisons
- Radio-active material
- Corrosives
- Other dangerous goods



Packing Do's

- Fill all voids to ensure no movement.
- Put protective wrap individually around every item.
- Use an outer box related to weight of contents.
- Use 38mm or 50mm plastic or reinforced box sealing tape.
- Use plastic strapping around heavier parcels.
- Check on any prohibitions or restrictions on goods.
- Include sender's address on outer box / wrapper and inside as well.

Packing Don'ts

- Don't allow movement of contents.
- Don't allow fragile items to touch.
- Don't use sub-standard or damaged box.
- Don't use domestic adhesive tape.
- Don't send dangerous goods or other prohibited items.
- Don't forget full address and postcode.

The information contained in this brochure does not contain the full terms and conditions governing postal services provided by India Post. The information in this brochure is accurate as at the date of its publication but is subject to change at any time thereafter.



Foreign Post / Aug '06 / 2000 Nos.



For further information contact

Foreign Post, Chennai-600 001 Ph: 2524 0968 Fax: 2524 0962

Foreign Post Air Complex - 2234 1898

Speed Post Business Office - 2829 0258

GPO - 2521 2521 | Anna Road HPO - 2852 1892

Air Customs - 2234 0008 | Sea Customs - 2525 4295

www.tamilnadupost.nic.in



Packs, Posts and much more...



India Post now packs, posts and much more...



Introducing Total Packaging Solutions
from India Post



PACKPost. Posting of Parcels **Made Simpler**

