



Unit B14 Headway Business Centre  
Knowles Lane  
Bradford  
BD4 9SW  
Tel: 01274 683355  
Fax: 01274 683311  
www.afobdirectuk.com  
e-mail: atobdirect@aol.com

We recommend that you always pack parcels securely – the following hints may help.

- Always use strong good quality boxes or Packaging materials
- If you are reusing boxes or packaging always remove old labels Including any hazardous materials information stickers
- Always use the correct sized box for your items – if the box is too large it could collapse and, likewise if the box is too small it could burst in transit
- Be sensible about the weight of items that you put in a box – don't Overload boxes
- Pack items in the centre of a box with plenty of cushioning surrounding, to stop any movement during transit – use bubble wrap, shreds, packaging chips, even old newspapers
- Protect data storage media with appropriate cushioning and ideally wrap Each item separately
- Pack smaller items in larger boxes and remember that some attractively Packaged gifts are not always suitable for shipping directly, they will usually require separate outer packaging and protection
- Make sure that liquids, semi – liquids, powders or strong smelling Substances are properly sealed in leak – proof containers and further Wrapped in plastic bags and held upright in a strong box and correctly labelled with 'arrow up' signs
- Always protect sharp items securely, carefully wrapping any scissors Or knives to protect them from sticking through packaging materials
- Use strong packaging tape or a strapping machine to secure parcels, not domestic tape, making sure all flaps are securely fastened
- Write all labels clearly ( using capitals ) and never cover them up with tape or film
- It is a good idea to include both address and sender details inside your parcel So that even if the outer label becomes detached A to B can still safely deliver Your parcel

A to B Direct accepts no liability for this packaging advice, but hopes it will assist customers to pack items responsibly and securely for their onward journey.