



Trazoo

Packaging Instructions

www.trazoo.in



Packaging Guidelines: Overview

1. Understand Your Product
2. Decide Box Type
3. Decide Flyer Type
4. Pack the items
5. Seal the Shipment
6. Label/Paste Packaging Slip



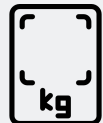
Understand your product

To choose safe and cost effective packaging, you need to know the weight, dimensions, strength and physical state of your product/item.



Dimensions

- Dimensions will help you identify the box size for the packaging.
- It will help you identify the tapes/flyers.



Weight

- Weight helps in identifying the minimum required strength of the box.
- Helps make Package handling decisions.



Strength

- Knowing strength helps in deciding the cushioning requirements.
- Helps in deciding the box Strength.



Physical State

- Physical state helps decide the special packaging requirements.
- It helps decide the leak proofing needed for the packaging.



Decide Box Type

1. Material

- Use cardboard boxes of more than 3 ply based on weight and fragility of boxes.
- Ensure material used can withstand required edge crush and burst factor loads.

2. Size

- Decide the size of the boxes as per the dimensions of the items/products.
- The box should not be too small or too large for the items shipped. Optimum size helps reduce shipping charges and keeps items in secure from transitional impacts.

3. Box Condition

- Box should not be crushed or damaged in any way.
- Look for holes and damaged edges. Avoid weak boxes for safety of items/products shipped.



Decide Box Type



Neat sturdy box



Solid and clean edges



Old Damaged box



Damaged edges



Decide Flyer Type

Flyers are quick and handy in packing of flexible items such as apparels or can be used as an added protection for the safety of the shipment from external fluids, tampering etc.

1. Material

- Select the optimum thickness of the flyer material based on the weight of the shipment.

2. Condition

- Check the flyer for any damages.
- Ensure flyer is sealed properly after inserting the items

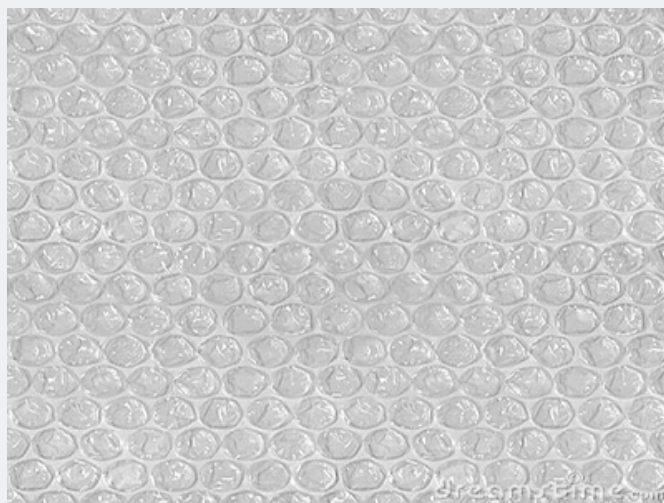


Pack the items

Packing an item involves leak proofing, cushioning, placing of the item and filling of the voids in the box. Enough cushioning needs to be provided to ensure no loads are transferred to the item.

Cushioning Material

1. Bubble Wrap
2. Foam Sheets



Bubble wrap



Foam Sheet 1



Foam Sheet 2



Pack the items

All void in the box needs to be filled to restrict the movement of the item in the box. Void fill materials as listed below can be used for the purpose.

Void Fill Material

1. Air cushions
2. Crumpled paper
3. Cardboard dividers



Crumpled paper



Air cushions



Crumpled paper 2



Pack the items

Liquid products need to be made leak proof before cushioning or packing. Common leak proofing techniques are mentioned below.

Leak Proofing Material

1. Heat shrink sleeves
2. Taping of bottle caps
3. Zip lock or leak proof pouches



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Heat shrink sleeves



<http://4.bp.blogspot.com/-wBGcndGm9gQ/TgqJyshfq8I/AAAAAAAAABRY/8srF9SI9xgc/s1600/blog+makeover+monday+6.27+soda+bottle+mailer+taping+cap.jpg>

Taping of bottle caps



<https://sc02.alicdn.com/kf/HTB161BfKEXXXgXXq6xXEXXR/standing-up-bags-with-ziplock-stand-up.jpg>

Zip lock pouches



Seal the shipment

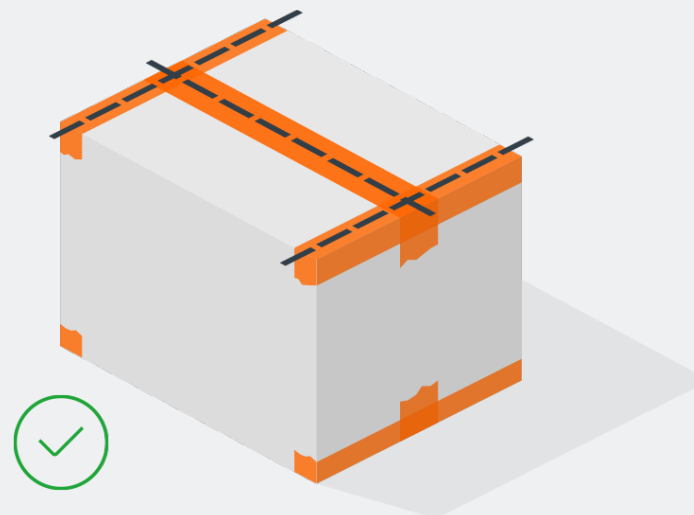
Sealing ensures that the properly packed item is secured and intact inside the box throughout the journey of the shipment.

Tape

- Use Pressure Sensitive Tapes such as BOPP

Location

- Seal the centre seam of the top and bottom of the box
- For heavy shipments, apply H-Taping by sealing both the centre and edge seams on the box




H-Taping for heavy shipments



Label/Paste Packaging Slip

Essential data

- Waybill Number and Barcode
- Order number and barcode
- Consignee address
- Return address
- Retail/Tax invoice

		
 1760410010043		
152123		MKS/MKS
Shipping Address: CHIMAN LAL Phone:9815349085 E-1743, Gandhi Nagar, Near Old Satsang Ghar Fazilka_GndhiChk_D (Punjab) PIN:152123		Pre-paid
Seller:Deepak Address:854A, Sector 31, Near Market LIG colony		Dt. :07/05/2018
Product	Price	Total
Documents	₹1,000.00	₹1,000.00
Total	₹1,000.00	₹1,000.00
 6438Deepak		
Return Address:854A, Sector 31 -Delhi - Haryana -122003		

Waybill number and barcode

Consignee address

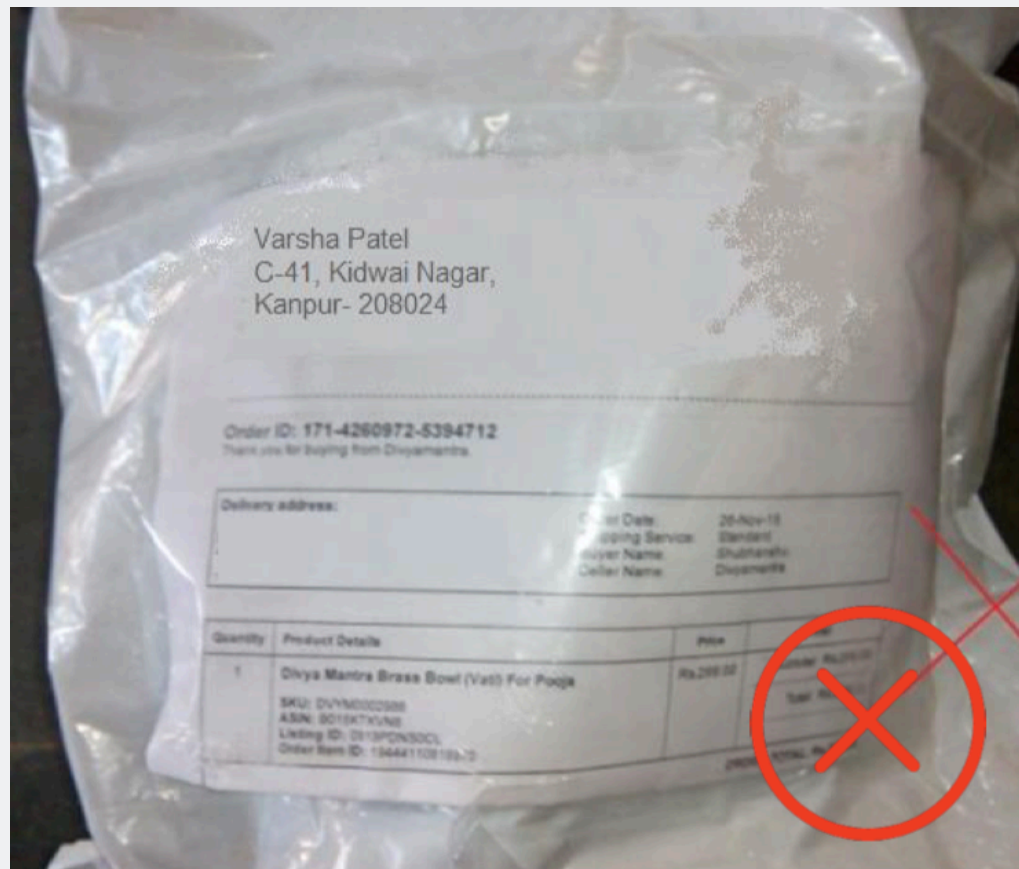
Retail/Tax invoice

Return address with pin-code

Order Number and Barcode



Label/Paste Packaging Slip



**Label without waybill number and barcode
cannot be processed.**



**The label should not be crumpled and unsealed
as shown above.**



Label/Paste Packaging Slip

Location for Labelling



Label on a flat crack free surface



Label/Paste Packaging Slip

Location for Labelling



Do not label on the edges



Do not label on the box openings



Do not use torn label slips



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For more information contact us at www.trazoo.in

Thanks you