

So your **parcels** arrive safely.

Tips for shipping preparation.

Shipping via the DPD system requires system-compliant packaging that adequately protects the goods from stresses (e.g., pressure, impact, vibration, temperature, etc.) caused by mechanical sorting equipment and prevents unauthorized access to the contents. To guarantee the fastest and safest possible transport, proper internal and external packaging is essential.

This guideline is designed to help you prepare your parcels for shipment. The following packaging tips will help you prepare your shipment optimally:

Packaging in general

To ensure adequate protection, the packaging's stability must be appropriate for the weight of the goods. It's important to note that even shipping in the original packaging does not automatically constitute sufficient outer and/or inner packaging. The cardboard box must be suitable as transport packaging, where – unlike retail packaging – the protective function is paramount. The packaging must be designed so that the contents are not damaged if dropped from a height of 80 cm onto the corners, edges, or surfaces of the package. Furthermore, the package must be resistant to tipping and rolling on inclines of up to 30%.

Outer packaging (1)

Suitable outer packaging for transport must be designed to withstand the stresses encountered from both inside and out. For pressure- and shock-sensitive, as well as heavy, goods, the use of at least double-wall corrugated cardboard is necessary to ensure safe transport.

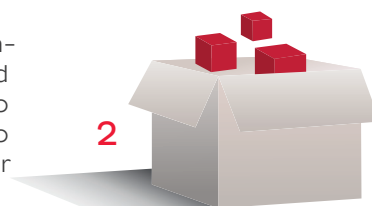


If you reuse packaging for reasons of economy and environmental protection, please check the outer packaging, closures, and cushioning material for damage before reusing. If necessary, repair any damage or simply replace the packaging.



Inner packaging (2)

The purpose of inner packaging is to cushion and secure the shipment so that it does not come into contact with the outer packaging.



Due to mechanical sorting systems, the position of a parcel on the conveyor belts cannot be precisely defined. Therefore, even cushioning and securing of all sides is advisable. All empty spaces must be filled so that the parcel cannot be compressed by the stacking pressure within the system. Use soft cushioning material for light goods and firmer cushioning material for heavy goods to allow for some give while preventing compression.

In many cases, so-called "styrofoam flakes" or packing peanuts have proven unsuitable as cushioning material. Flakes made of organic material, such as cornstarch, are completely unsuitable. Various types of bubble wrap or compressed paper offer better to good protection. If a parcel contains different types of goods, the inner packaging should be tailored to the most fragile item.

Shipping etiquette.

Well packaged, fast delivery.

Sealing the shipping carton (3)

The sealing material plays just as important a role as the outer and inner packaging. It serves not only as transport protection but also as protection against tampering with the contents.



Generally, a lightweight sealing material such as self-adhesive plastic tape is sufficient for light shipments. Heavier shipments must be additionally strapped or stapled. Please seal the outer packaging carefully and strap it with strong adhesive tape. Pay particular attention to adequate edge protection, as these are subject to considerable stress. Ideally, use corner and edge protectors.

Attach parcel labels (4)

Please affix all relevant shipping labels (the DPD shipping label, your company's address label, and the cash-on-delivery information) to the largest surface of the parcel.



Please ensure that all important labels are placed close together. Under no circumstances should the labels overlap. Please pay particular attention to ensuring that the DPD shipping label is not obscured by packing twine, markings, other labels, or anything else.

If you are reusing a shipping box, please remove all old shipping labels. If this is not possible, please clearly invalidate them or cover them with the new, current DPD shipping label.



Recipient address

Please ensure that the recipient's address is clearly legible, complete (full {company} name of the recipient, street, postal code, and city), and up-to-date (no P.O. boxes). It must be possible to distinguish the recipient's address from the sender's address.

Tip: For example, choose a larger font size for the recipient's address.

Foils

When using shrink film, please ensure it is applied smoothly and without any printing on the parcel.

To guarantee readability throughout the DPD system, we recommend testing your film material before first use. This ensures that nothing hinders smooth delivery.

Please contact your local DPD depot for assistance. They will also be happy to provide you with individual information about suitable packaging and shipping procedures.

Size and weight limits (per parcel)

Size: min. DIN A5

Maximum permissible weight: 31.5 kg

Max. length: 1.75 m

Girth: $2 \times a + 2 \times b + L = \text{max. } 300 \text{ cm}$

