

Packing Manual

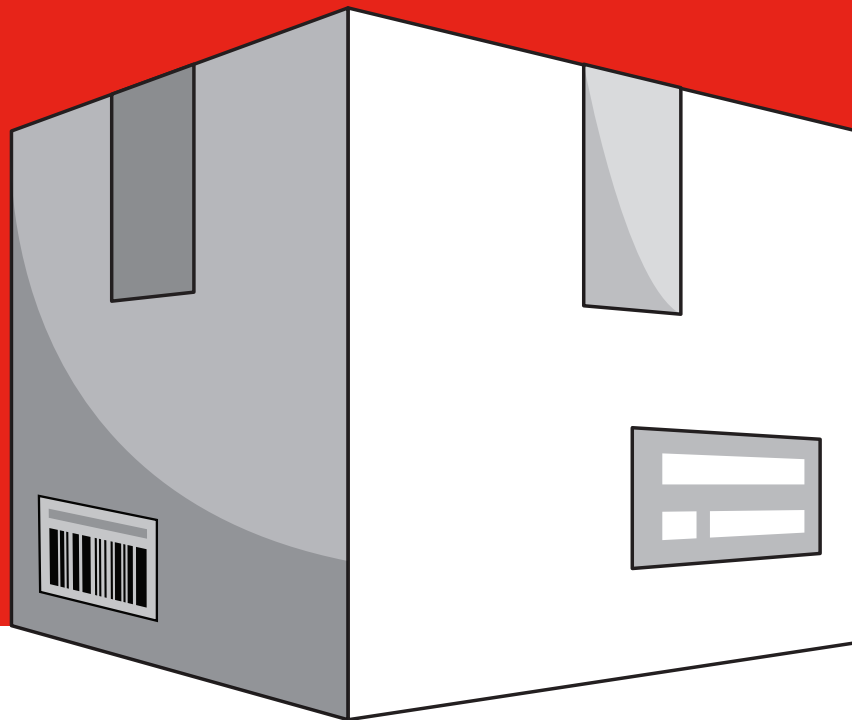


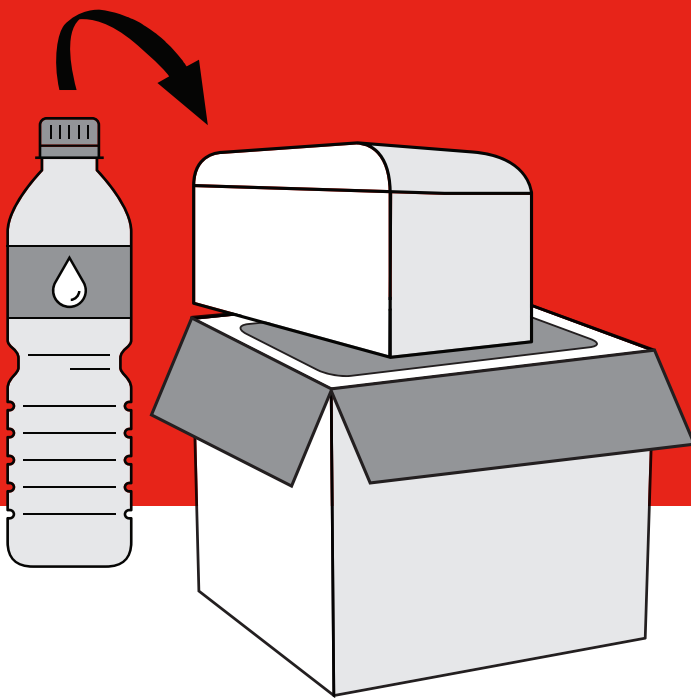
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Introduction

Aramex is always committed to deliver the best experience to customers and ensure the safe and secure delivery of shipments without any unnecessary delays or damages.

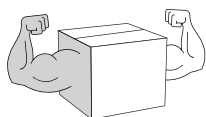
This guide provides important packing steps and tips to follow to help protect shipments during transit.



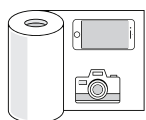
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Packing Steps to Ensure Shipment Safety

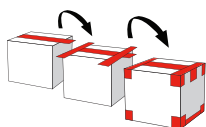
To ensure that every part of your shipment arrives safely, follow the steps below:



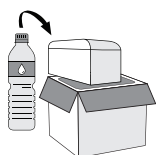
- Choose a good quality and sturdy box, and ensure it is in good condition. The box should be a bit larger than the contents of the shipment with just enough space to protect the items but not too much to keep them from moving freely inside the box.



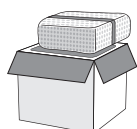
- Wrap all items separately, with bubble wrap or any similar material and make sure they're away from the sides of the box to reduce the possibility of damage.



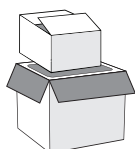
- Close the box properly and secure it with the wide and thick tape used for shipping. Place the tape as an H shape on the top and bottom faces of the box as illustrated. This will help prevent the box from opening accidentally. If the box is heavy, consider strapping it in addition to taping.



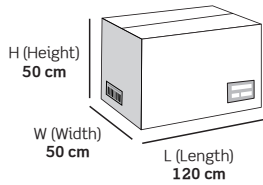
- Liquid and powder shipments require special packing materials and techniques and should follow the export country regulations.



- High value goods require extra cushioning and protection.

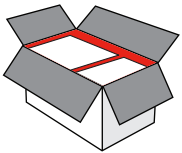


- Light boxes, such as gifts or shoeboxes, must be packed in a corrugated outer box.

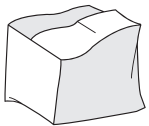


- Customer can move the shipment after checking with Aramex the maximum weight for the shipment. Maximum weight per piece is thirty (30) kilos. There is no restriction on the number of pieces within a shipment. And the maximum shipment (per piece) size is 120 centimeters long, by 50 centimeters high, by 50 centimeters wide.

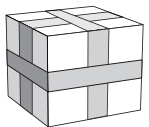
Important points to avoid when packing your shipments:



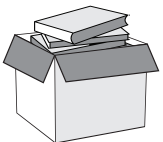
- Avoid empty spaces. Too much padding reduces stacking strength. Do not use boxes that are too big.



- Do not use old or damaged boxes and make sure to remove all old labels and marked stickers from used boxes.



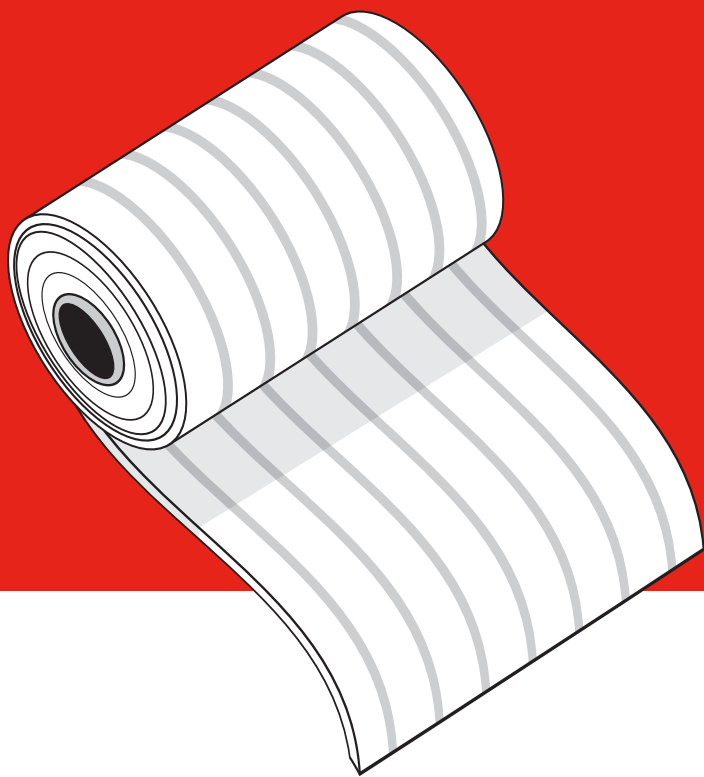
- Do not use string or paper on the outer box because it can get ripped in the automated conveyor systems resulting in possible loss of address labels and/or contents.



- Do not overfill the box, items should not touch the outer wall of the box



- Do not send prohibited and dangerous goods. Please check the list of prohibited goods with our personnel.



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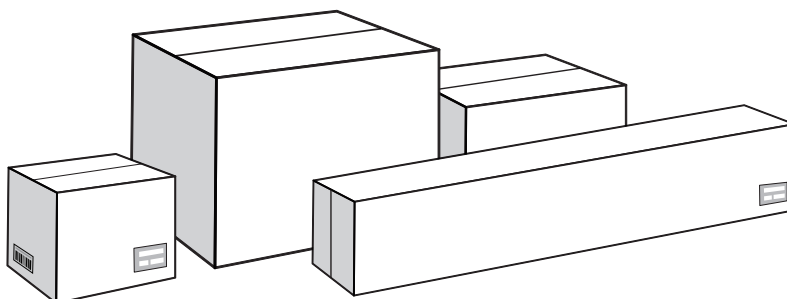
**Packing Materials
Provided by Aramex**

Correct packing is essential for the safe and secure delivery of shipments to their final destination. You can choose to use the material that Aramex offers according to the list below.

External packing material

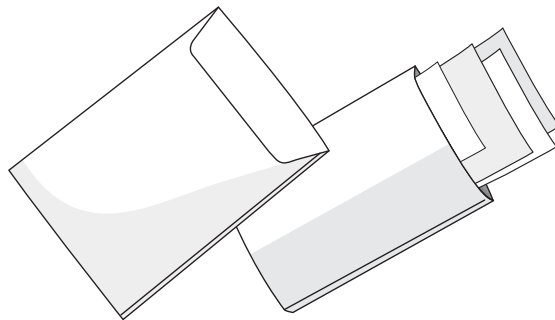
Boxes

Item	Weight Limit	Dimensions (cm)
Box 1	10 Kg	26 * 34 * 43
Box 2	20 Kg	33 * 40 * 43
Box 3	30 Kg	44 * 44 * 44
Tube		14 * 16 * 97



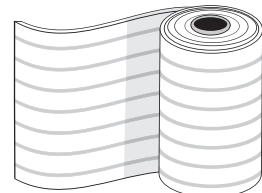
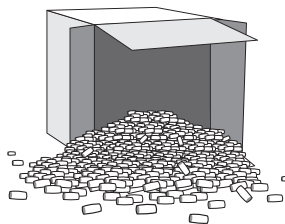
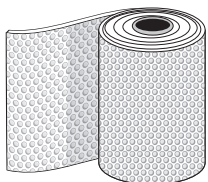
Pouches and Envelopes

Item	Dimensions (cm)
Small Pouch	28.5 * 18
Medium Pouch	34 * 26
Large Pouch	41.5 * 31
X-Large Pouch	47 * 38
XX-Large Pouch	53 * 45
Document Envelope	24 * 33.5

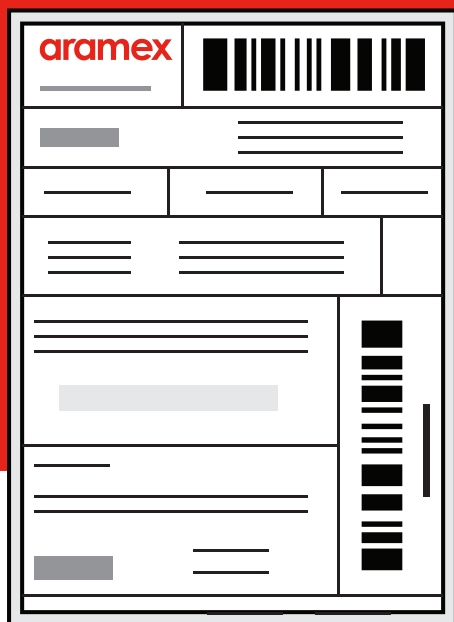


Interior Packing Material

Bubble wrap, airbags, foam peanuts and foam wrap are all used as internal packing material. All have different qualities and it is important to use them appropriately.



Tip: Avoid empty spaces by filling the gaps with internal packing material, this ensures the item stays in a fixed position throughout its journey.



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Shipment Label

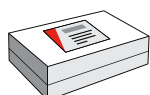
Shipment labels are important in ensuring that your shipment moves swiftly through a network. Below are a few key points to note:



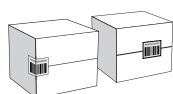
- Use Aramex shipment label that contains shipper and consignee details.



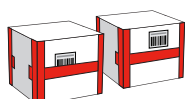
- For Multipiece shipments, each piece should have Aramex label with the number of pieces.



- Place the shipping label with the consignee's address on the package's largest surface. Make sure that it is easy to read.



- Avoid placing labels around the corner or directly on the edge of the package or in the closing flap.



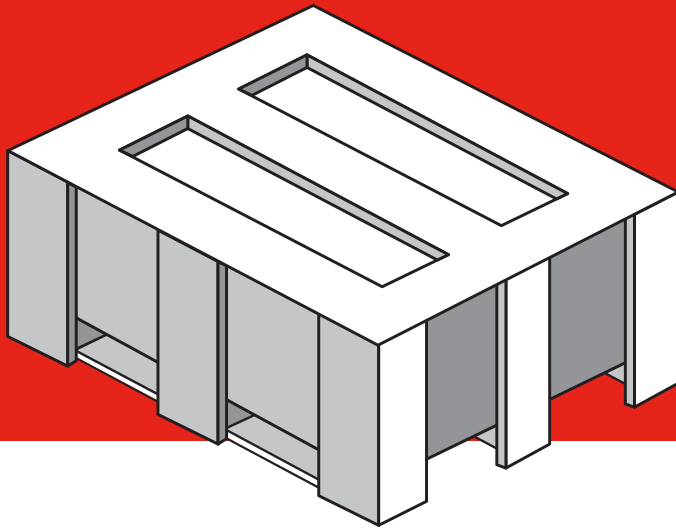
- To avoid scanning issues, do not apply tape over the shipping label.



- Place an extra label, business card, or letterhead with the sender's address and phone number in addition to the recipient's address and phone number inside the package before sealing it.



- Use a clear plastic self-adhesive pouch to hold any loose documents that are required to be placed outside of the box.



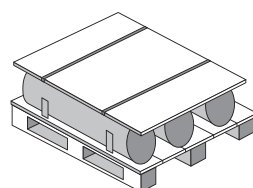
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Irregular Items

Large, heavy, sharp or irregular packages need extra attention when it comes to packing and handling. They often cannot be stacked or placed on conveyor systems during transit.

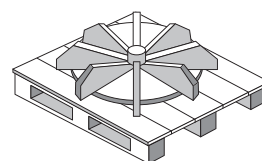
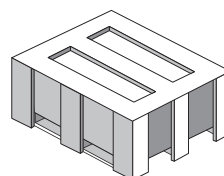
Tubes

Heavy cylinders should be strapped to a pallet. Make sure to avoid projection and make your pallet stackable. Lighter tube-shaped items can be packed in a triangular shipping tube.



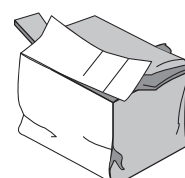
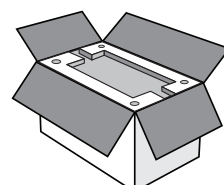
Unboxed Items

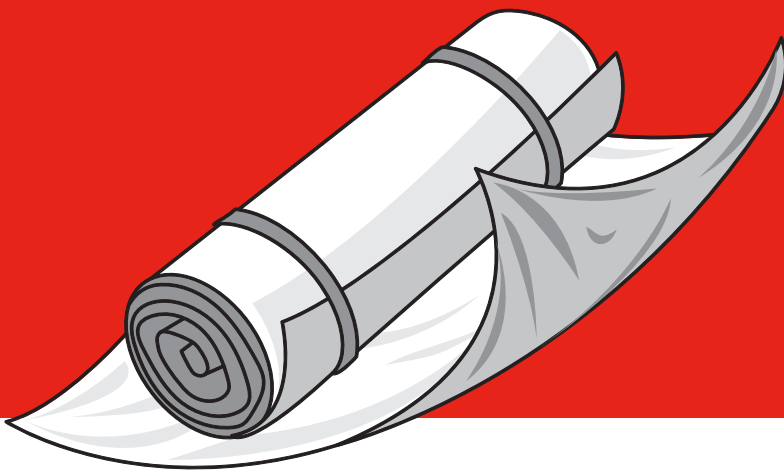
Large unpackaged items should be strapped to a pallet. You can then build a protective wooden frame around them or cover them with an overturned box. Use additional padding to protect any sharp edges that may be exposed.



Sharp/Protruding Items

Sharp items must be wrapped in protective padding before being placed in a box. Never allow anything to protrude from a packed box as it risks damage when stacked. If necessary, use a larger box or consider a pallet.





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**Guidelines for
Unique Items**

Spare Parts

Spare parts should be covered with packing material like bubble wrap or foam peanuts to protect them from anything that might affect them during transit.

Photos and Poster Board

Tape flat items onto a rigid material like plywood, plastic or layers of fiberboard padding. As an alternative, place printed material between pieces of corrugated pads and tape both pads together at all seams.

Stringed Musical Instruments

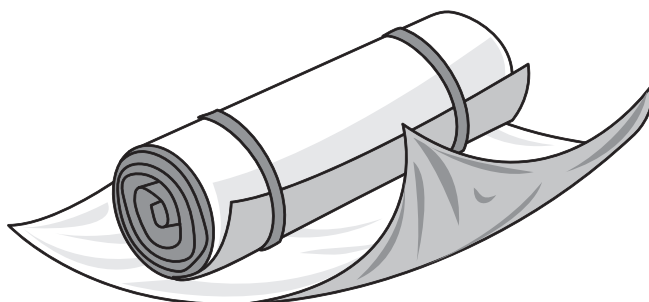
Loosen the tension on the strings to remove the stress on the neck of the instrument. Place the instrument in a strong box with cushioning material to prevent damage.

Printed Material

Bundle printed material together to prevent shifting. Cushion sufficiently before packing into a double-walled corrugated outer box. Aramex has a box available for purchase for heavy materials that's suitable for printed material.

Rolled Goods

Tightly wrap rolled goods using several layers of heavy-duty plastic film and wrap with plastic packing tape. Then wrap the address label completely around the object or use a pouch. Aramex provide tubes to customers to help reduce loss or damage shipments.





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Dangerous Goods Packaging

General

Shipper and / or customer must provide information regarding procedures to be followed for all dangerous goods packages.

Specific

It is the shipper's responsibility to comply with the set of packing requirements appropriate to the type of packaging to be used, use only the packaging permitted by the applicable packing instructions as per IATA DGR.

Compatibility Requirements

The section of packaging that is in direct contact with the dangerous goods must not be affected or significantly weakened by those dangerous goods and must not cause a dangerous effect or reaction, e.g catalyzing a reaction or reacting with the dangerous goods.

Material of Construction

Materials, such as plastics, which can be significantly softened or rendered brittle or permeable by the temperatures likely to be experienced during transport or because of the chemical action of the contents or the use of refrigerant, must not be used.

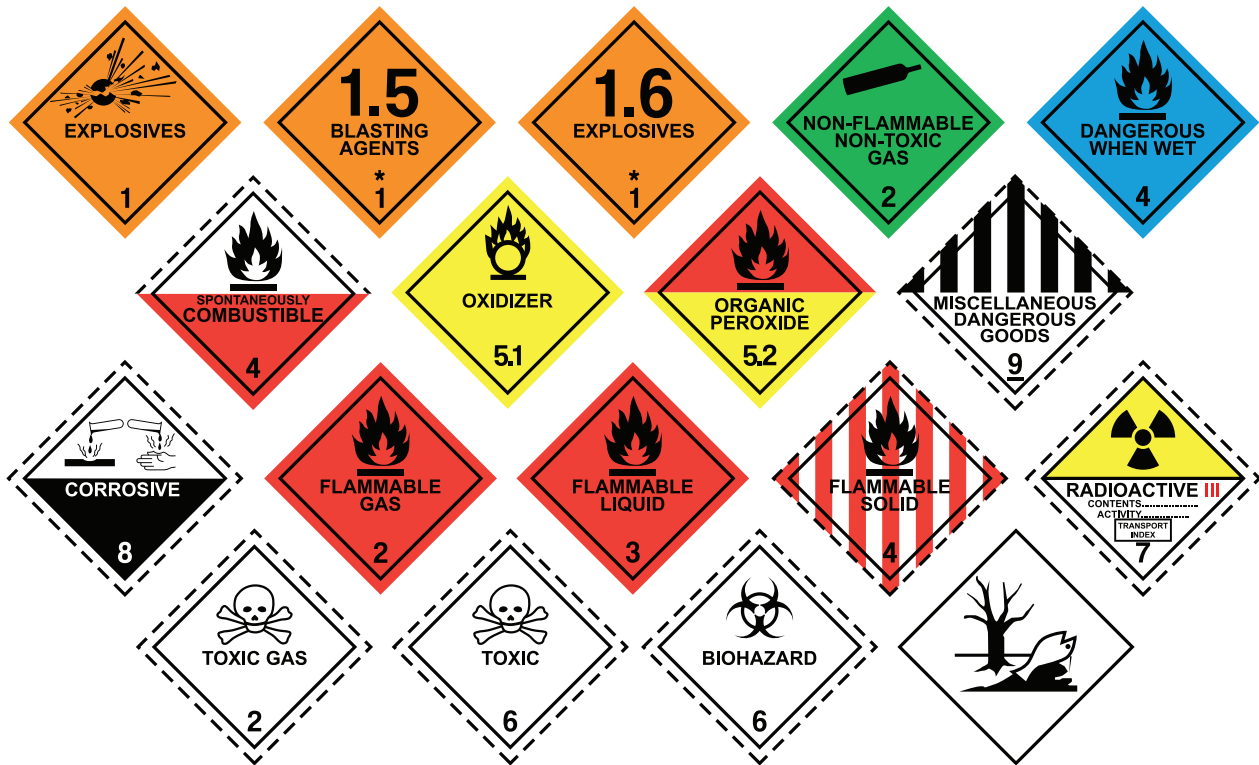
Certified Supplier

Shipper should consult and buy packing materials for Dangerous Goods only from a certified supplier as per IATA and should be packed by a qualified staff accordingly.

Labels and Markings

Shipper should label and mark the shipment correctly as per IATA DGR latest edition before handing over the package to the Aramex.

Dangerous Goods Labels



Dangerous Goods Packing



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