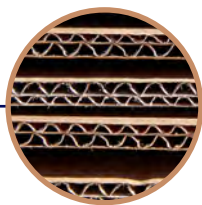


Packaging Guidelines



1. Quick Guide



TIP

Corrugated box is the standard material for packaging

Choose the right packaging

Choosing the **right/suitable packaging** depends on the **material and size** of the item(s) to be shipped. (Recommended to include **minimum 5cm space** for **cushioning materials** for each **dimension**; length, height, and width)

	For soft, non-fragile goods , you may use flyers.
	For goods (fragile or non-fragile) and fragile goods , standard shipping boxes are recommended.
	Please consider the extra space required when shipping fragile items as the best packing method would be box-in-box (Refer to page 4 for more info)
	Heavy items are best to be packed with double-walled boxes

2

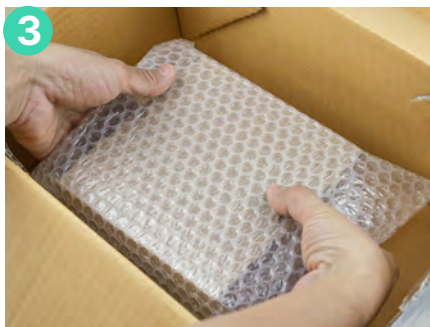


Wrap your products

- It is recommended to **individually wrap** the item(s) with at least **3 layers of bubble wrap** before packing it into the shipping box. The bubble wrap should **cover all sides** of the item(s).

For **fragile items**, please pack them with the **box-in-box** method.

3



Pack to fit snugly

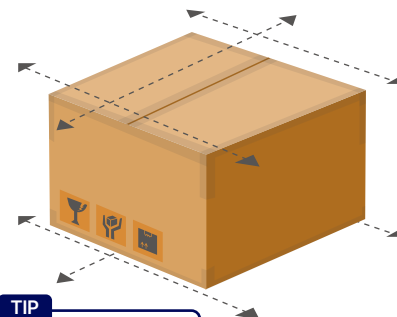
- It is important to **minimise empty space** in the box. This is to prevent items from shifting about throughout the delivery process.
- Cushion** the **empty space** with **peanut foams, air cushion, air pillow, bubble wrap, styrofoam, etc.**

4



Seal the box securely

- Tape your boxes with the **"H-taping method"**. It is best to use **4.8cm wide cellophane tape** to secure the seal.
- Use **labels** to ensure **appropriate handling, transport, and storage**.



TIP

H-taping method



Unsure of packaging sizes?
Scan the QR CODE to get the best packaging for your use or click on [Packaging Solutions link here.](#)

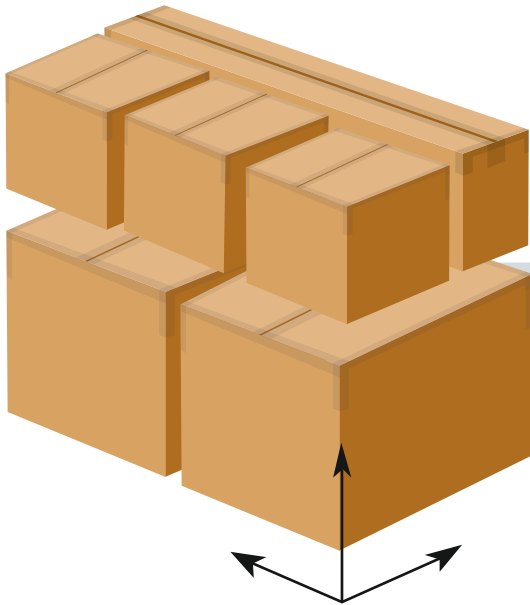
2. General Item Packaging Reference

	ITEMS	RECOMMENDED PAKCAGING TYPE	NOTES
	Fabric	Flyers	Medium - Up to 1kg Big - 1kg to 5kg
	Document, Papers, Magazines	Flyers	Medium - Up to 1kg Big - 1kg to 5kg
	Standard Parcel	Box	All sizes available in our Packaging Solutions
	Glass	Box-in-box	Best to be wrapped, cushioned and labelled upright
	Beverage	Box-in-box	Best to be wrapped and cap-sealed.
	Heavy	Box or Box-in-box	Best to be wrapped, cushioned and labelled.
	Odd-size	Odd-Size Packing	International packages must be fumigated
	Powdered Products	Box	Best to be wrapped, cushioned and labelled.
	Electronics with Lithium Batteries	Box-in-flyer	Bubble wrapped and cushioned inside the box, wrapped with flyers

3. Measuring Items and Boxes



$$10\text{cm} \times 5\text{cm} \times 25\text{cm} + (5\text{cm}) \times (5\text{cm}) \times (5\text{cm}) = 15\text{cm} \times 10\text{cm} \times 30\text{cm}$$



$$10\text{cm} \times 25\text{cm} \times 15\text{cm} + (5\text{cm}) \times (5\text{cm}) \times (5\text{cm}) = 15\text{cm} \times 30\text{cm} \times 20\text{cm}$$

- Take into consideration the bubble wrap and cushioning that will secure your goods from damages.
- **It is recommended to include a minimum 5cm for each dimension** of your goods for cushioning. Ensure that the **cushioning** is placed on **all six sides**, especially for **fragile goods**.
- Recycled Boxes must not have **U.N.** or **DG labels**.
- All standard sizes of boxes are **available** for **purchase** on the GDEX website under [Packaging Solutions](#).

Cost charged on parcel varies according to volumetric weight.

Packing Methods for General Items

a) Packing with Flyers

Recommended for **documents**. Goods made out of **fabric** or **soft plastic** can be packed into **flyers** for delivery as well.

Our flyers come in three sizes:

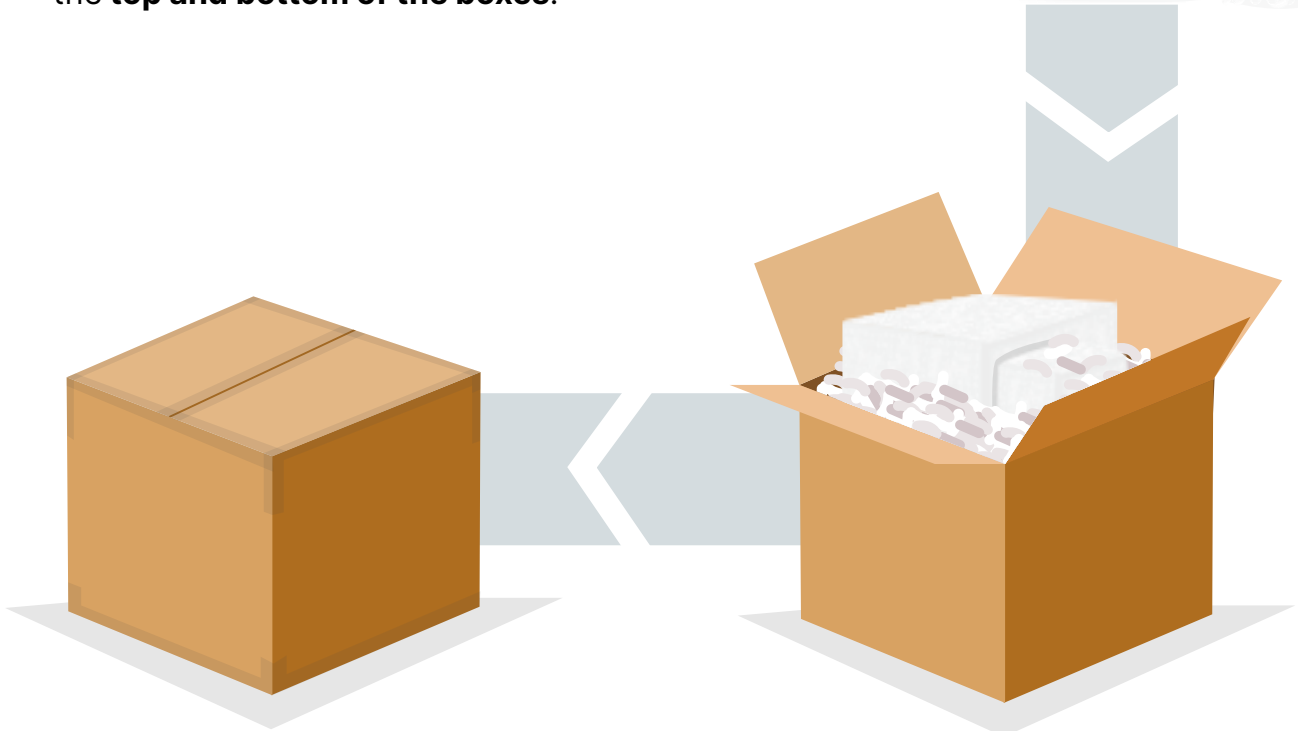
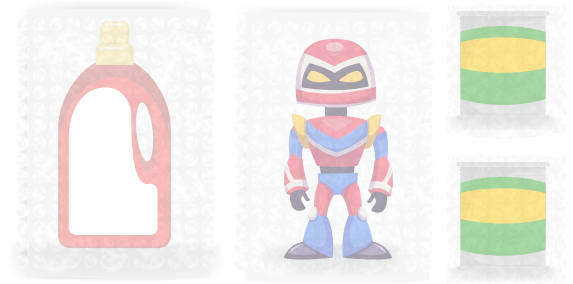
- Mini (250mm x 180mm)
- Small (420mm x 300mm)
- Big (500mm x 435mm)



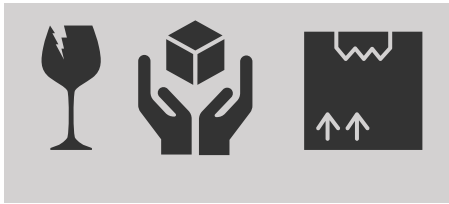
b) Packing with Boxes

It is recommended that **non-fragile goods** are **individually wrapped** with bubble wrap and placed into a box filled with **cushioning materials**.

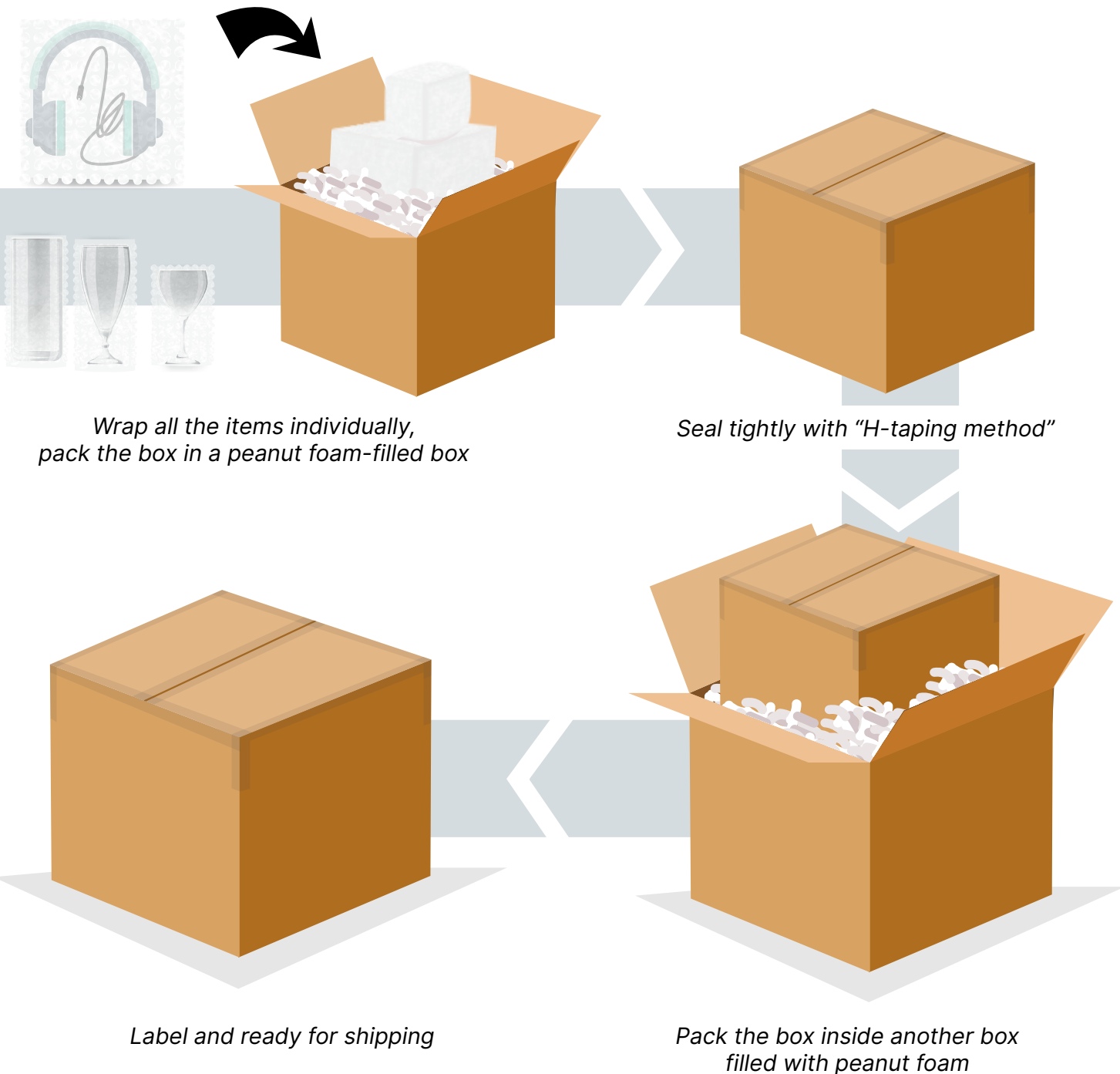
Tape the box using the **H-taping method** on the **top and bottom of the boxes**.



c) Packing Box-in-Box



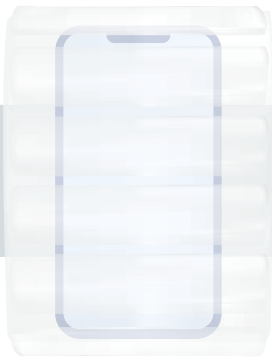
- We recommend for **fragile goods** to be **individually wrapped** with **bubble wrap**, and placed into a box filled with **peanut foam**. Then, place the box into a **bigger box with peanut foam**. It is best to secure the boxes with **H-method taping**.
- Fragile goods that are already in its **original packaging** can be **packed box-in-box**. Then, **wrap the whole box** with **bubble wrap** before placing it into the bigger box.



d) Packing Box-in-Flyer



- We recommend for **electronic goods** to be **individually wrapped** with **inflatable air column**, and placed into a **mailer box** or **packing box**. If the size of the items are small, **mailer boxes** can also be used. The box will then be inserted into flyers.
- If your electronic goods are in its **packaging**, it can be **placed into flyers** according to **size** and **weight**.
- Ensure the boxes are **securely** packed/sealed.



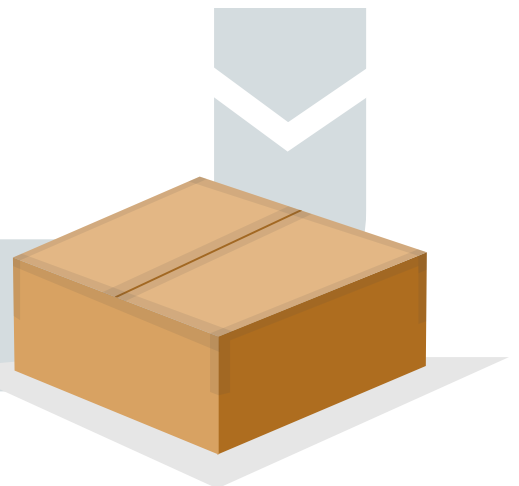
Wrap the device with air column



*Pack the item inside a box.
Ensure there is adequate space.*

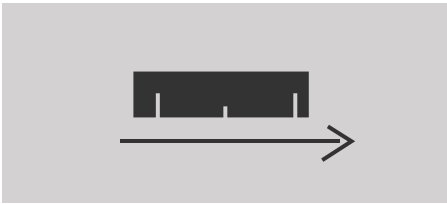


*Wrap the box with flyer and attach
the consignment note*



*Seal the box tightly with
"H-taping method"*

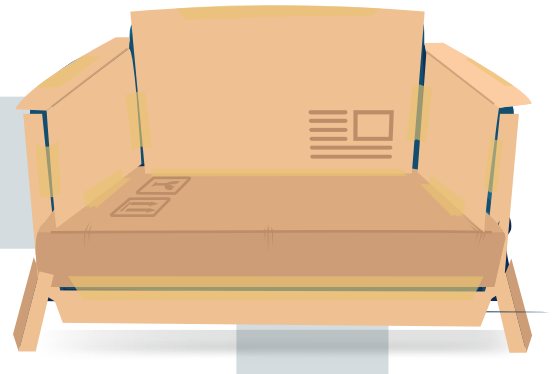
e) Packing Odd-Sized Items



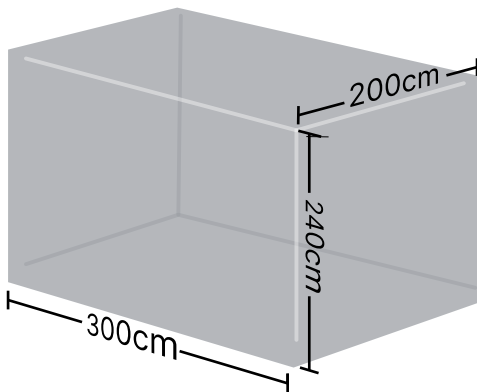
- **Odd-sized items** such as **furniture** that is **heavy and very large** needs to be **wrapped** to **withstand lifting and transportation**.
- The furniture must be **individually wrapped** on **ALL SIDES** with **stretch film**.
- The furniture must not exceed the dimensions of **300cm length x 240cm height x 200cm width**.



Large furniture must be wrapped on all sides



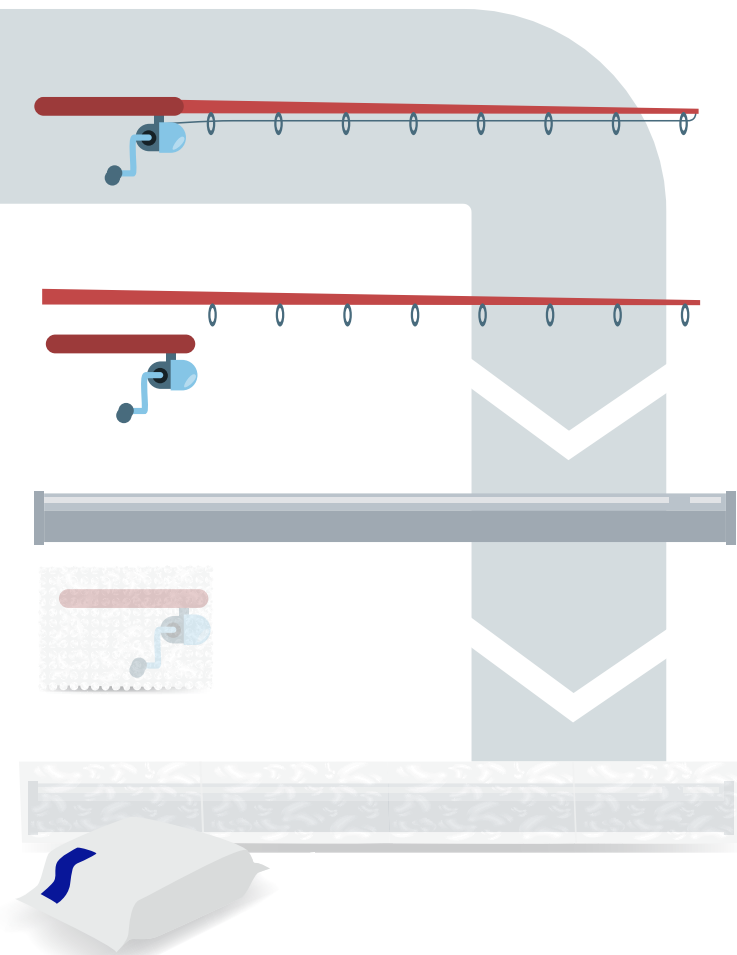
Cover all sides of the furniture with corrugated boxes



Ensure the item's length is <300cm, height is <240cm and width is <200cm



Wrap all sides of the furniture with cling wrap



- For items that are **thin, flimsy, and very long** such as fishing rods, please **disassemble** them first.
- The **long, thin parts** should be **packed inside a pipe/original packaging** covered with **stretch film**.
- **Other parts** can be covered with **bubble wrap** and **packed with flyers or boxes** and shipped via **multi-piece shipment (MPS)**

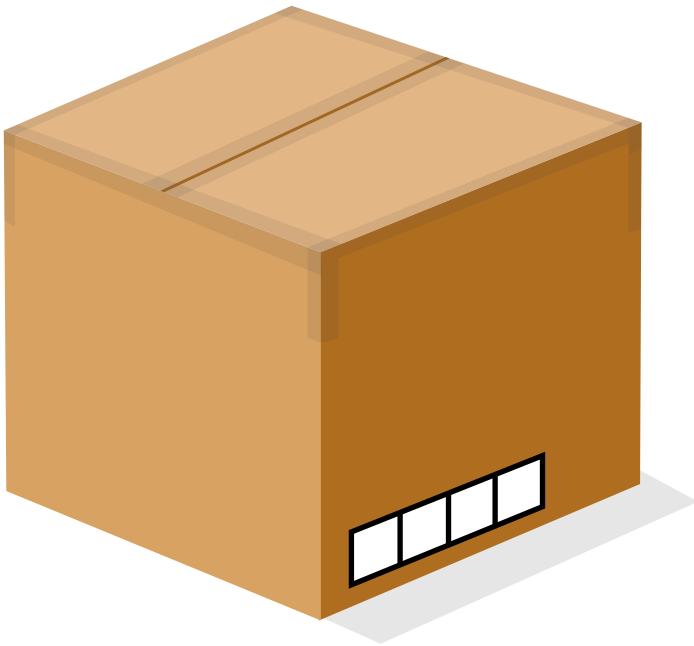


- For tyres or items of the same nature, please ensure that the tire is deflated before packing.
- Wrap the tyres with **tear-resistant stretch wrap**.
- It is best advised to puncture some **holes** in the **wrap** on **both sides** to make it easier to hold or carry.
- **Paste** the **consignment note (CN)** on top of the wrapped tyre.



- **Heavy, bulky items** that have parts that can be **disassembled** need to be **packed separately**.
- Ensure the parts are **clean of oil** and lubricants. The disassembled parts should be **wrapped and packed** in separate boxes for **multi-piece shipment** (MPS)
- It is best advised to fill the box with **peanut foam** before packing your items. **Seal** the boxes tightly with **"H-taping"** method.

Labelling



Marking and labeling are important steps when preparing a package for transportation. Labels often communicate the hazards associated with the package, and allows for better handling accordingly.

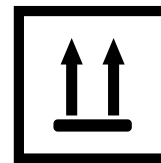
Here are some labels that you can use for your shipment.



Breakable/
Fragile



Handle
with Care



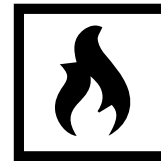
Upright



Keep Dry

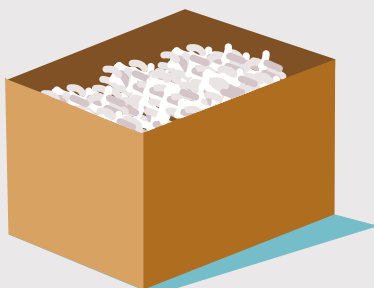


Explosive

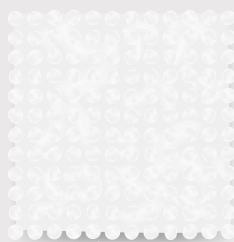


Flammable

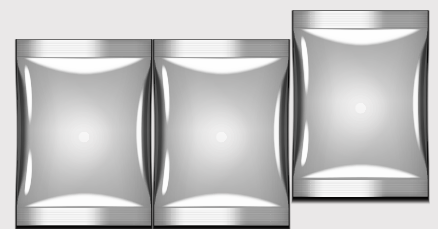
Cushioning Materials



Peanut foam

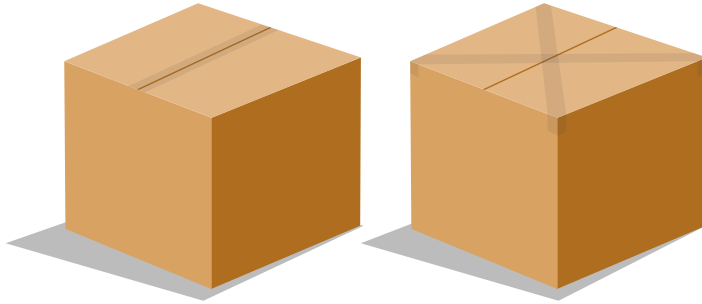


Bubble wrap

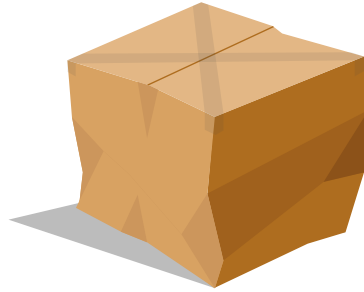


Air pillow

Improper Packaging



✗ Improper taping



✗ Damaged box



✗ Non-standard packaging



✗ Decorative packaging



✗ Fragile items not packed inside box



✗ Items not bubble wrapped
✗ No peanut foam for cushioning



GD Express Sdn Bhd

Customer Service Hotline: +603-6419 5003

Call Center working hours

Mon - Fri (8:30am - 7:00pm)

Sat (8:30am - 2:30pm)

E-mail: helpdesk@gdexpress.com



www.gdexpress.com

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