

# PREPARE YOUR SHIPMENT IN 5 EASY STEPS

Learn how to protect your shipment from damage, delay and surcharges with proper packing and labeling.



## BOXES

- 1 **CHOOSE QUALITY**  
Used boxes lose strength. Ensure your box is rigid and in good condition.
- 2 **AVOID EMPTY SPACE**  
Too much padding reduces stacking strength. Avoid boxes that are too big for your contents and require excessive padding. They risk getting crushed.
- 3 **HEAVY BOXES**  
We can accept boxes up to 70 kg without a pallet, but please put a "HEAVY" label on boxes over 23 kg.
- 4 **SEAL WITH AN H**  
Use proper sealing tape in an H pattern on top and bottom, and consider strapping heavier boxes.
- 5 **LABEL CLEARLY**  
Remove old labels. Affix new labels on top, so the barcode is flat (not folded over the edge).

## PALLETS

- 1 **STACK IN COLUMNS**  
Columns ensure maximum stacking strength. If the contents are rigid, you can use 'bricklayer style' for increased stability.
- 2 **DO NOT OVERHANG**  
Items should fit squarely on the pallet, without hanging over the edge. We can't accept overhanging pallets.
- 3 **KEEP IT FLAT**  
A level top surface makes it strong, compact and stackable. Non-stackable pallets will incur a surcharge.
- 4 **STRAP IT OR WRAP IT**  
Use strapping and/or stretch wrapping to hold items in place on the pallet. Wrapping should include the pallet itself.
- 5 **LABEL CLEARLY**  
Pallets are stacked for transport, so labels need to be affixed to the side, not the top.

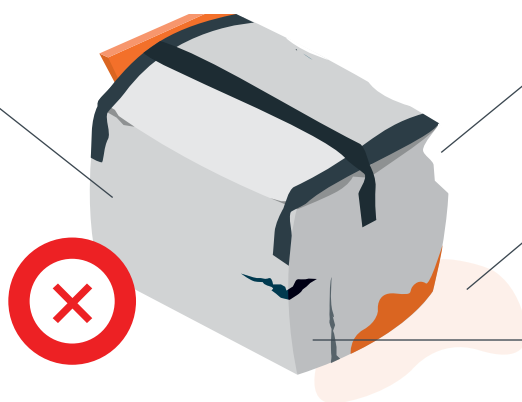
# SORRY, WE CAN'T ACCEPT YOUR SHIPMENT...

We need your cooperation to transport your shipment safely and securely. Imperfect packaging puts your goods, other shipments, and our TNT team members at risk. Before accepting any shipment, our driver will verify that it is "fit to travel."

## BOXES

### UNSUITABLE PACKAGING

No heavy items in weak boxes. Boxes must be of sufficient strength, quality and size. If necessary, use additional strapping to strengthen your box.



### DAMAGED BOXES

No punctured, crushed or otherwise damaged boxes.

### WET BOXES

No wet, leaking or water-damaged boxes.

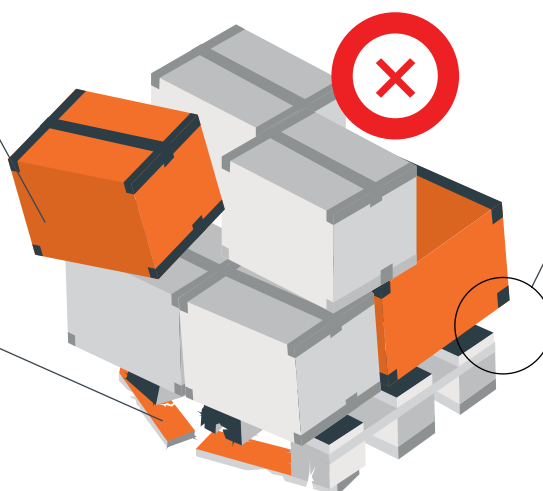
### OVER 70 KG

Boxes heavier than 70kg must be palletised.

## PALLETS

### UNATTACHED ITEMS

Everything must be attached to the pallet with strapping and/or wrapping to form a single, inseparable unit.



### OVERHANGING PALLETS

Items must not exceed the dimensions of the pallet.

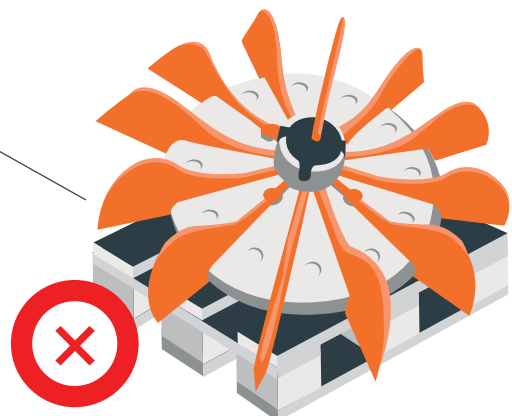
### LOW-QUALITY PALLETS

No poor-quality or damaged pallets.

## IRREGULAR ITEMS

### SHARP EDGES

No exposed sharp items. Ample padding is required to prevent injury.



### PROTRUDING PARTS

Items that overhang or stick out could cause injury or damage other shipments.

⚠ Shipments containing **dangerous goods** must be fully compliant with IATA and ADR regulations.

For more information on proper packaging, visit [tnt.com.sg](http://tnt.com.sg) or contact us at 1800 – 214 – 1111