

# ENSURING YOUR FREIGHT IS 'FIT TO TRAVEL'

**Q:** How can you protect your shipments from damage, delay and surcharges?

**A: Easy** - by ensuring your freight is packaged and labeled correctly.

Follow the below steps and tips and get the most out of TNT's state-of-the-art sortation systems and super hubs with faster processing and hassle free shipping.



## SHIPPING 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 70kg (International) and 30kg (Domestic) without a pallet, but please put a "HEAVY" label on boxes over 20kg.
- 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 bar code is flat (not folded over the edge), is not covered by tape or strapping and can be easily read by our scanners.

## SHIPPING WITH 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.
- 3 **KEEP IT FLAT**  
A level top surface makes it strong, compact and stackable.
- 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. Remove any old labels. Affix new labels so the barcode is flat (not folded over the edge), is not covered by tape or strapping and can be easily read by our scanners.

# MINIMISE THE **RISK** OF SHIPPING DELAYS AND INCURRING ADDITIONAL COSTS

When freight is poorly packaged it requires manual handling at the depot. Poorly packaged freight can put your goods, other shipments and our TNT team members at risk. It can also result in delays and additional costs. Minimise the need for your freight to be manually handled by avoiding the following:

## BOXES

### UNSUITABLE PACKAGING

Do not put 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.

### SECURING YOUR FREIGHT

Place small items such as nuts and bolts into strong bags and then place within a secure box.

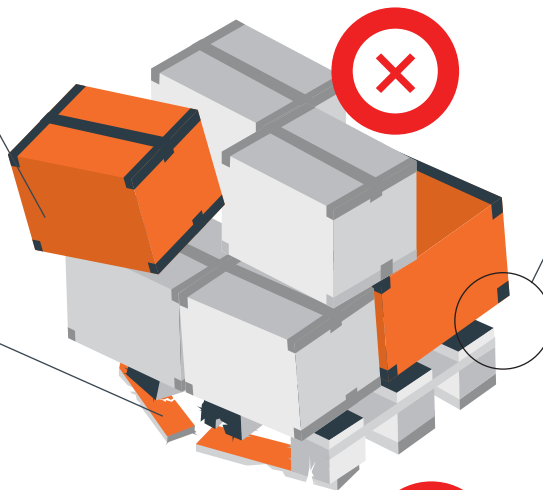
### HEAVY ITEMS

Boxes heavier than 70kg for International & 30kg for Domestic should 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 should not exceed the dimensions of the pallet.

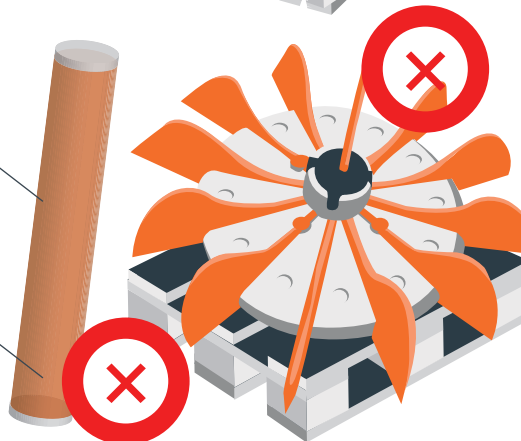
### LOW-QUALITY PALLETS

Avoid poor-quality or damaged pallets.

## IRREGULAR ITEMS

### TUBES

Use triangular mailers instead of mailing tubes as they will not roll around on the sorter.



### PROTRUDING PARTS

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

### SHARP EDGES

Ensure there are no exposed sharp items. Ample padding is required to prevent injury.

### CONSOLIDATE YOUR FREIGHT

Where possible, consolidate multiple items into one box.

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

For more information on proper packaging, visit [tnt.com.au](http://tnt.com.au) or contact us 13 11 50