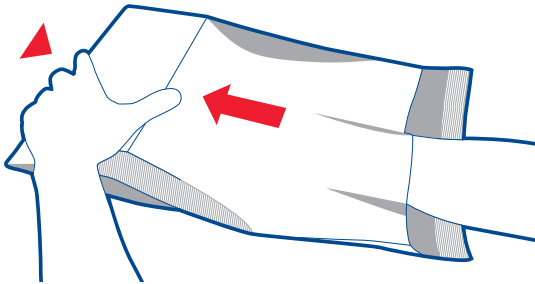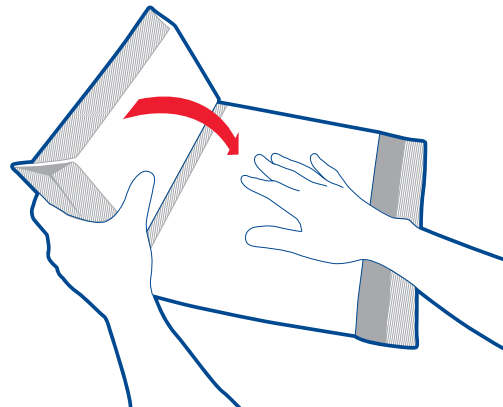# General packaging guidelines for polybags
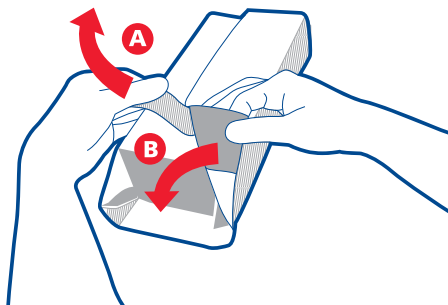
How to package and label a box in a polybag

The instructions in this information sheet will help you properly package your box in a polybag.

1 **Select** packaging with the right size, shape and strength for your goods.

Protect the contents of the box with sufficient cushioning, and insert the box as far as it will go into the polybag.

2 **Wrap** the polybag tightly around the box as many times as necessary to ensure the polybag fits snugly. Make sure there's a flat surface for the label.

3 **A) Remove** the protective strip from the adhesive on the polybag flap.

B) Firmly seal all seams of the polybag.

4 **Apply** your shipping label to the largest surface of the polybag without covering the edge of the flap. Make sure the label is flat and wrinkle-free, and that all of the barcode is clearly visible.

Note: A correction fee may apply:

- If the barcode on your item cannot be scanned by our automated processing equipment due to print quality, label placement, etc.
- If the addressing information on the label is incorrect or incomplete.

For more information on "How to use our shipping labels", visit How to use our shipping labels.