

Handy Tips & Tricks to make sure your package arrives safe & sound!



MAIL BOXES ETC.[®]
#PeoplePossible

1 Choose your box size

Take into consideration the size of the contents and then allow at least 5cm around the entire contents when choosing the right sized box. The extra 5cm around the contents helps prevent damage during transit.

Also, make sure that the box has suitable strength to accommodate the weight of the contents. We don't want everything falling out of the bottom of the box when it's lifted.

2 Wrap Contents

Fragile Items

Wrap fragile items individually and ensure they don't touch each other when packed into the box. This prevents accidental contact (and possible damage) whilst in transit.

Flyers / Catalogues / Books etc.

If possible, for items that can be stacked neatly on top of each other, contain these items by way of elastic bands or shrink wrap to prevent them from moving during transit.

NB - For items that could be affected by moisture, it's best to secure them in plastic before packaging.

3 Cushioning

Start by adding a layer of cushioning material to the bottom of your box (at least 5cm deep) with bubble wrap, packing paper (basically just crumpled up paper), foam peanuts or shredded paper or cardboard.

Place the contents in the centre of the box, leaving at least 5cm all around from the boxes sides. If individual items are being placed into the box, remember to leave space between each individual item (especially fragile pieces).

Fill any empty space left in the box with more cushioning material until the box is completely full, ensuring that the contents won't move during transit.

Close the box and secure* with strong wide tape.
** If sending via an MBE store, please leave box unsealed as we need to check any non-document packages before shipping.*

Add a 'FRAGILE' and/or 'This Way Up ↑' sticker (or use a texta to write on the box) if the contents are of a fragile nature as a caution to those handling your package throughout its journey.

4 Choose a Courier

Choose from any one of our shipping partners who offer insurance* and tracking for your delivery.

** Talk to our staff about your individual needs.*

Options for Cushioning.



SHREDDED PAPER



SHREDDED CARDBOARD



FOAM PEANUTS

BUBBLE WRAP



IMPORTANT Items, such as batteries and perfume are considered 'Dangerous Goods' and need extra care and labelling when being shipped. Contact us for more information if you need to ship these items.

If you need help, you can always
contact your nearest MBE store.



www.mbe.com.au

Let's make business happen!