

## Intact parcels all the way

Pack the parcel's contents to protect them against shock, vibration and pressure. Think 'square' when packing. Use this guide so your parcels will stay intact all the way to the recipient.

### Guide to good packaging:

- Use a heavy-duty shipping box which is larger than the contents themselves.
- Fill the box with shock-absorbing material, such as bubble wrap or Styrofoam chips, to stabilize the contents.
- If the parcel contains more than one item, wrap the items separately to keep them from damaging one another.
- Place the contents at least 6 cm from the sides, top and bottom of the box.
- Seal all box openings with strong tape that is at least five centimeters wide.

### Check your packaging:

- The higher the weight, the stronger the packaging.
- Shake the parcel: if the contents move, add more box filling to the parcel.
- If necessary, test by holding the parcel at arm's length and 'dropping' it on the floor to see if it stays intact.
- Note that newspapers, clothes and towels are not sufficiently shock-absorbing.



### Some parcels require more:

#### Liquids, including wine, beer, oil and similar:



Pack bottles and canisters individually in a waterproof bag before packing them, preferably with suitable partitions.

#### Technical equipment, including computers, mobile phones and laser equipment



It is advisable to use original packaging with molded shock-absorbing packaging.

#### Flat fragile objects, such as paintings, photo frames and CDs:

Pack picture frames and CDs in thick cardboard covers. Affix paintings on a hard surface.



Apply strong corner protectors to each corner and fixate with another hard cardboard flap before packing the contents.

#### Pointed/sharp objects, such as kitchen knives, tools, keys and pens:



Fixate the item on a hard surface that is larger than the item with strong tape or strips before packing it.

#### Soft parcels, such as clothing:



Pack the item in a cardboard box or place it in a strong, durable bag.

#### Large cans and buckets:

Secure the lid of cans and buckets with strong tape/strips so that they cannot open during the sorting process.



Package them in a strong, transparent plastic bag. It is advisable to protect the top and bottom with Masonite and crosswise strips.

### The right way to wrap car tires:

#### Solid film

Here's how to do it correctly:

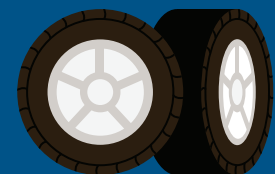
- For a smooth surface; use a film that fits on conveyor belts
- Attach the parcel label to the exterior surface of the film
- Attach the parcel label to the outer surface of the tire
- Film thickness: min. 40 my

*Tip: Before attaching a label to a parcel, the film must be completely cooled. Do not use a thermal label.*

#### Stretch wrap

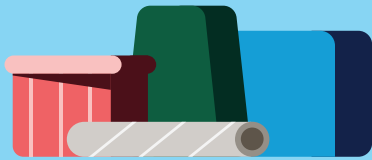
Here's how to do it correctly:

- The stretch wrap must cover at least  $\frac{3}{4}$  of the tire
- Handles must be inserted on each side of the tire for grabbing hold of it
- The film must fit conveyor belts and be water-resistant (smooth outer surface)
- Attach the parcel label to a smooth surface.



# Parcels that can be machine-sorted

If the parcel is properly packaged, you avoid paying a surcharge for parcels that otherwise require a greater degree of manual handling. It's actually not that complicated, as long as you follow this checklist when sending parcels with PostNord.



## Checklist



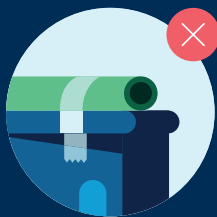
For the parcel to be machine-sorted without a surcharge, check that:

- It has 5 or 6 level, intact surfaces
- It has a regular shape so it lies stable
- It is completely covered by an approved\* type of packaging
- Flat plastic bags with textiles can also be machine-sorted, provided that they are tightly packed without any loose edges/handles

\* Approved types of packaging are cardboard, plastic film and Styrofoam. The quality of the packaging must always reflect the contents of the parcel and the packaging must safeguard any other parcel that it will come in contact with.

## Parcels that require manual or special handling

Here are examples of parcels that cannot be machine-sorted and are subject to a fee because their handling requires a greater degree of manual processing:



Dissimilar parcels, tied together



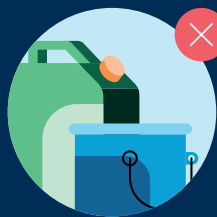
Cylinders and tubes



Sacks



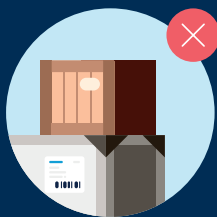
Poorly packaged parcels that could otherwise be machine-sorted



Cans and buckets



Parcels more than 115 cm in length and/or over 60 x 60 cm



Metal, plastic and wooden boxes



Tires and rims



Unstable parcels

# Tips to make your packaging more eco-friendly



## Communicate with your customers

Sustainability is important to your customers. Share your journey with them and clearly communicate how you plan to reduce, reuse or recycle your packaging. This will show your customers that you care about the environment.

## Prioritize using the right size of packaging

Using the right size of packaging reduces emissions by eliminating transports of unnecessary air. It also lowers costs and makes it easier for your customers to handle the packages and recycle them afterwards.

## Choose packaging in mono-material

When possible, choose mono-material over mixed material packaging. Mono-material means that the packaging is made from a single material, such as paper, corrugated board, cardboard, plastic or wood. This makes it easier to recycle for your customers and for recycling facilities. You could also consider testing the use of paper tape on fiber-based material, paper, cardboard or corrugated board. Although, we advise to choose the correct tape according to the type of package material you are handling.

## Avoid over-utilisation of packing material

Reducing the amount of packaging material saves resources and could reduce your shipping and material costs. We recommend using the right amount of packaging material based on what you are sending and the requirements of the logistics provider.

## Try reusable packaging

Have you ever thought about reusing a box or a bag several times? There are numerous opportunities in reusable packaging, such as easy returns or alternative business models, where a packaging product can be reused several times.

## Take one step at a time

Shifting to more environmentally friendly packaging is a journey that requires patience and time. Consider testing different packaging concepts before committing to one. This will allow you to find the perfect solution for you and your customers.