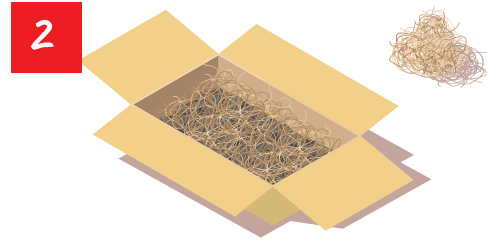


# Packing Manual

We want your products to arrive safely to us, please follow the steps below:



Choose a good quality hardboard box/pouch to pack your item. Please ensure it's in good condition and it's not damaged. The box should definitely be a bit larger than the product so that it contains space to protect your item. **Avoid adding any personal/business contact details when packing.**



Wrap the item separately before it goes into the box with only eco-friendly inside stuffing like shredded newspaper or any other material to secure the product. (use bubble wrap only if essential). Please add extra cushioning and protection to High value goods.



Seal the box in a proper manner to avoid it opening accidentally.



Paste the shipping label clearly on top of the package. Please have it typed or written in clear handwriting to avoid any issues.

## Packing Guide

ITEM	INNER PACKAGING AND PADDING	OUTER PACKAGING
<b>SMALL</b> (Jewellery, Key chains, Stationery, Accessories, stationery, cards)	Jewellery in holders. (E.g. – Earring holder)  inside a secure pouch	Envelope, Bubble envelope, small paper/gift bag
<b>MEDIUM</b> (Party Products, Mugs, Ornaments, Apparel, stationery, candles and holders, pillows and Photo frames)	Wrap securely with crumpled paper or Shredded cardboard  Note: Fill any void space to prevent items moving within the box during transport. Fill the void spaces with proper padding solutions	Corrugated/hardboard boxes
<b>LARGE</b> (Hampers, Homeware, Bathroomware, Kitchenware, Arts & crafts, Toys, Backdrops, Lampshades, Wall Hangings, Mirrors, Pet accessories, Rugs/Mats and Glassware)	Wrap securely with crumpled paper, Shredded cardboard or Corrugated/hardboard Inserts  Note: Fill any void space to prevent items moving within the box during transport. Fill the void spaces with proper padding solutions	Corrugated/hardboard boxes
<b>EXTRA LARGE</b> (Rattan items, Antiques, storage boxes, Pots, Mirrors, shelves and Vases)	Wrap securely with crumpled paper or Shredded cardboard  Note: Leave no empty spaces, fill them up with proper padding solutions	Corrugated/hardboard boxes