



PACKING GUIDE



We create a ★5-Star Experience for our customers one order at a time. To ensure our guests are happy, Customer Orders need to be packed with care and arrive undamaged.

OBJECTIVE:

Ability to follow & complete the packing process on Customer orders for consistent delivery results.

1 Choose the appropriate box or bag to ship the product.



- The package should be the smallest package that can be used for the item.
- Remove any hard sensors from items before packing.

POLYMAILER



STAY FLAT MAILER

Example:
Small mailer for decal



Example:
Large mailer for License Plate cover



BOX



Remember these are customer orders and it is imperative that the order arrive undamaged. Use an appropriate amount of bubble wrap, butcher paper, packing materials to protect any breakable/hardline items.

A Place item in bubble wrap and seal the bubble wrap with tape.

C Place the item in the center of the box and add butcher paper on the sides and top.

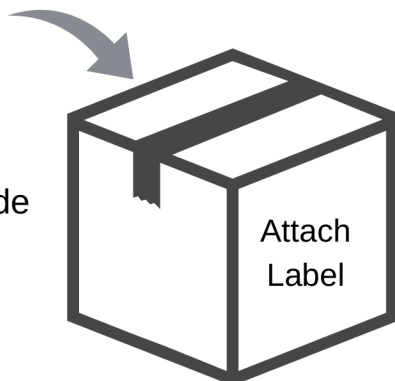
B Place butcher paper in the bottom of the box.

D Before sealing the box, perform a shake test to ensure there is nothing moving and you hear no rattling.

2 If requested, include the **Packing Slip** in the package.

3 Seal the package.

4 Adhere the *UPS Shipping Label* or *USPS Shipping Label* to the outside of the package.



- If the order requires multiple shipping labels (multiple boxes) to ship, create a case for customer service including the sales order number, item fulfillment number, and what style(s) will be shipped in each box.