

# PACKING GUIDELINES FOR COURIER SHIPPING

UPA OFFERS FREE INSURANCE WHILST YOUR COLLECTION IS IN TRANSIT AND IN OUR CARE, ON THE STRICT PRIVISO THAT THE FOLLOWING PACKING GUIDELINES ARE ADHERED TO...

**MAX SIZE** (per box) : 50x50x50cm (20"x20"x20")

**MAX WEIGHT** (per box) : 20kg (40lb)

*Small boxes should be combined (we are charged per box)*

*Boxes under 2kg should be sent by Royal Mail Special Delivery.*

**1**

## SOURCE STRONG CARDBOARD BOXES

Avoid using several small boxes—please combine into larger boxes.

**2**

**SECURE THE CONTENTS USING RUBBER BANDS AROUND EACH ALBUM/FOLDER & FILL ALL VOIDS TIGHTLY WITH NEWSPAPER / BUBBLE WRAP**

**3**

**SEAL THE BOX SECURELY WITH STRONG PARCEL TAPE, MAKING SURE YOU TAPE IN ALL DIRECTIONS & ALONG ALL SEAMS DO NOT USE SELLOTAPE—IT IS NOT STRONG ENOUGH**

**4**

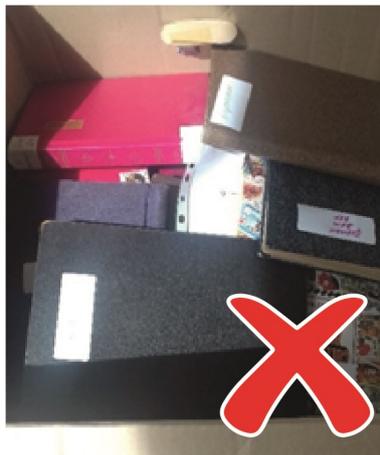
**ADDRESS EACH BOX TO UPA, AND WRITE YOUR NAME & POSTCODE ON THE OUTSIDE OF EACH BOX**

If sending multiple boxes, please write "1 of ..." etc. on each box.

**DO NOT WRITE ANY INDICATION OF VALUE OR CONTENTS ON THE OUTSIDE OF THE BOX(ES)**



**BAD EXAMPLES:**



**WHEN YOUR COLLECTION IS PACKED AND READY...**

## CONTACT US TO ARRANGE COURIER UPLIFT

We need the following information:

**5**

- **COLLECTION ADDRESS, PHONE NO & EMAIL**
- **QUANTITY OF BOXES** (including weight & dimensions). We cannot change the quantity once this is booked with the courier.
- **INSURANCE VALUE** (if known)
- **COLLECTION DATE**  
*WEEKDAYS ONLY, WE CANNOT BOOK A TIMESLOT*
- **DO YOU NEED US TO EMAIL OR POST THE COURIER LABELS?** *IF POST, PLEASE CHOOSE A COLLECTION DATE THAT ALLOWS A FEW DAYS FOR THE POSTED LABEL(S) TO ARRIVE*

**IMPORTANT:**

**IF WE ARE EMAILING THE BARCODE LABELS TO YOU... YOU MUST PRINT ALL LABELS IN THE ATTACHMENT. THE LABELS CONTAIN A UNIQUE BARCODE THAT CAN ONLY BE USED ONCE. PRINTING THE SAME LABEL IN DUPLICATE WILL RESULT IN A FAILED DELIVERY AND ALL BOXES WILL BE RETURNED TO YOU BY THE COURIER. IN THIS EVENT, YOUR COLLECTION IS SUBJECT TO UNNECESSARY RISK AND ADDITIONAL SHIPPING COSTS MAY BE APPLIED.**