



## UNIVERSAL PHILATELIC AUCTIONS

4 The Old Coalyard, West End, Northleach, Glos, GL54 3HE, UK

[www.upastampauctions.co.uk](http://www.upastampauctions.co.uk)

## PACKING GUIDELINES

### USE LARGE, STRONG CARDBOARD BOXES

Plastic boxes will shatter and are not accepted by the courier. Brown paper is not strong enough to withstand courier handling. Use a strong corrugated cardboard box (such as a wine box), your local supermarket should be able to provide something suitable if you don't have anything.

We are charged per box, so **please avoid using several small boxes**. We advise the weight doesn't exceed 20kg (we need to be able to lift the boxes in the office!).

**If you are sending multiple boxes**, we will ask for the dimensions before booking the courier. If the boxes are too small, **we will ask you to re-pack** into larger boxes (so that it is cost-effective).

**If you are sending one box/parcel** and the weight is below 2kg, we will ask if you are able to use Royal Mail Special Delivery instead.

**COVID – courier uplift is normally for large/heavy collections that cannot be sent via Royal Mail. During the pandemic, we are also accepting courier uplift of small collections so you don't have to go to the Post Office – these collections can be sent in a single Jiffy bag if a box is too large.**

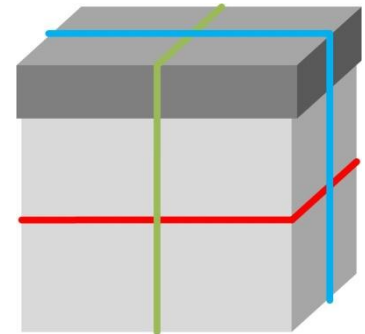
### PROTECT THE CONTENTS & PACK ITEMS TIGHTLY

Put a rubber band round each album and put loose stamps in envelopes (do not pack them loose in the box). In wet weather, we suggest you line the box with a plastic bag (bin bag).

Pack any voids with bubble wrap, newspaper etc. This will stop the contents moving around in transit and help prevent the box(es) from collapsing if heavy boxes are placed on top.

### SEAL THE BOX SECURELY

Please use wide parcel tape (sellotape isn't strong enough). All edges, seams and corners need to be taped. Courier handling can be rough, we request that you tape around the box in all directions as shown. If you are using a box with a separate lid you must **securely tape the lid** to the base.



### LABEL EACH BOX

All boxes must be labeled to us: **UPA, 4 The Old Coalyard, West End, Northleach, Glos. GL54 3HE**

Write your name and postcode (in small letters so as not to be confused with the delivery address) on the outside of each box so we can call you to confirm safe arrival without having to open each box (we get lots of deliveries!). If sending multiple boxes, please write '1 of ...' etc on each box.

### ONCE YOUR COLLECTION IS PACKED AND READY...

Let us know when you would like it collected and we'll make the necessary arrangements.

Unfortunately we can't arrange collection for weekends or specific times, so you need to choose a weekday someone will be home all day (8am – 6pm).