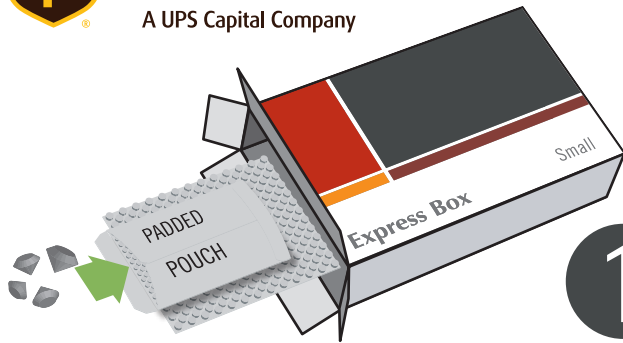


**PARCEL PRO™**

A UPS Capital Company



## Safe Shipping and Packaging Checklist ✓

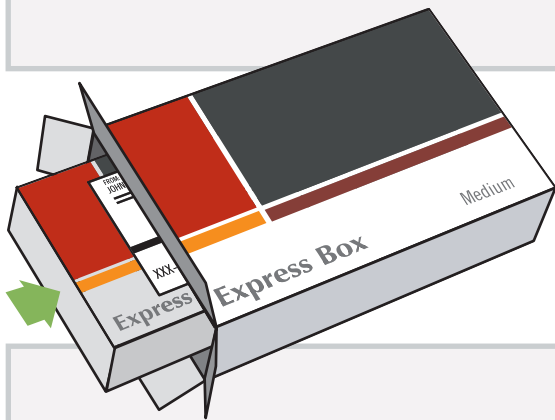
Please pay close attention to the current Parcel Pro™ Terms and Conditions before shipping.

### 1 Secure merchandise in smaller box

Use additional packaging material such as padded envelopes, bubble wrap, paper, foam pad, making sure movement of merchandise is restricted. Packages with rattling goods inside make easy targets for thieves.

### 2 Mark tracking information

Mark tracking number, shipper and recipient information outside the smaller box. It's needed in case the shipping information on the outside box gets damaged and becomes illegible during transit.



### 3 Double box your shipments

Place the small box inside a larger courier box. Again, make sure movement is restricted with additional cushioning. Double boxing dramatically minimizes the chance for thieves to open your package and take your merchandise.

### 4 Proper enclosure

Please seal all seams or flaps on outside box with clear or non-descriptive tape in addition to adhesive on flap. A securely-fastened package is a deterrent for casual thieves who take chances when obvious opportunity is presented.



### 5 Proper labeling

Beware of wording which might express inadvertent reference to valuable goods. Obvious words that directly relate to valuables are strictly prohibited. Abbreviate names, i.e. turn Johnson's Gem Shop to Johnson's Shop.

## Additional tips & precautions

- T**
1. Add extra weight to disguise contents
  2. Organize your shipping area and set consistent procedures
  3. Keep accurate records of values and SKUs of all shipments
  4. Screen potential dishonest employees
  5. Video tape shipping areas whenever possible
  6. Act as if all packages are not insured
  7. Track your packages diligently; timely reaction upon a lost shipment will most definitely improve chances of recovery
  8. Always require adult signature on delivery to residential addresses

- P**
1. Never put loose items only in a courier envelope or pak when shipping
  2. Don't ship to residential addresses
  3. Never reveal the contents of your shipment, even to the courier
  4. Never state a value or reference to valuables anywhere on the box or label (unless required by customs for export)
  5. Please follow special instructions when shipping directly to trade shows, hotels, convention centers, apartment complexes. Please contact our shipping specialist for details