Prepare

To prepare a package for packaging you should get acknowledged with following:

* How fragile the item is
* Can the item be disassembled
* What conditions item should not experience
* How long approximately package will travel and what are the item’s expiration date

Pack

After background information is gathered, make sure that:

* Main package is related to the items characteristics and value
* All items are placed secure and are not likely to shake or move from one side to another
* Items that are fragile have proper sealing and bubble or soft wraps around them

Send

After the item is packed:

* Verify the address that you need to send the package to
* Make a research on which courier or postage companies to use, in particular pay attention to details such as traveling time, prices and legitimacy of the company
* Most of the postage websites have shipment cost/time calculators, where you will be able to play around with settings of shipment
* Order a pick-up of your package, or deliver it yourself to your local post office
* Make sure that the package is sealed and can’t be easily opened on its way
* Tell your courier the details of the package and where it needs to go
* Send it!

Track

Right after you send your package, you most likely to receive unique code of tracking. With this code you will be able to track location and estimated time of your package prior arrival to it’s destination.

In some cases, you might be able to make such changes as increasing speed of delivery, but those most likely will be paid.