

## General Packaging Guidelines

- You may use your own packaging if boxes are sturdy and undamaged with all flaps intact.
- Chipboard boxes, such as gift or shoe boxes, must be packed into a corrugated outer box.
- Use double-wall boxes for heavier items.
- Place small packages inside a larger outer box. For express shipments smaller than 7" x 4" x 2", use a FedEx Express packaging option.
- Double-box fragile items with 3" of cushioning in and around the smaller box.
- Wrap items individually with cushioning material and center them in cartons away from other items and away from the sides, corners, top and bottom of the box.
- Position bottles that contain liquids upright. Use an inner seal and perforated breakaway cap. The inner packaging must be able to contain leaks.
- Place items that might be damaged by normal handling, such as soiling, marking or application of adhesive labels, in a protective outer box.
- For odd- or irregular-shaped items, at a minimum you should wrap and tape all sharp edges or protrusions.
- Enclose an extra label, business card or letterhead with the shipper's address and phone number and the recipient's address and phone number inside the package before sealing it.
- Remove all old address labels from reused boxes before shipping, and make sure there are no holes, tears or corner dents in the outer box.

## General Guidelines for Sensitive Medical Equipment

- Unplug all power cords. (If not removable, coil and secure in a rubber band)
- Remove and wrap removable accessories/components individually apart from main product. Cushion sufficiently before packing into the double-walled corrugated outer box
  - Power cords
  - Cables
  - Sensors
  - Probes
  - Tubes / Trunnions
  - Handpieces
  - Footswitches
  - Tubing
- For sensitive electronic equipment, if using loose fill peanuts as finishing material, use only "anti-static" peanuts

## General Packing Methods

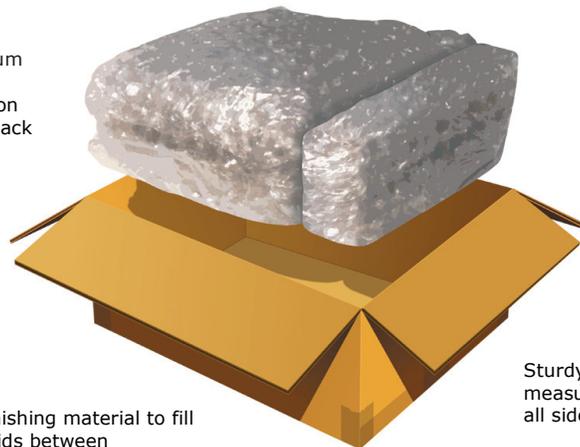
Follow these general guidelines for the two most popular packing methods, plus recommendations for odd or irregular-shaped shipments.

### Single-Box Packing Method

- Ship fragile products inside a sturdy outer box.
- **Wrap product(s) individually in a minimum 3" thickness of air-cellular cushioning (Bubble Wrap®) on all six sides (top, bottom, front, back and both ends) to fit inside a corrugated box.**
- Use loose fill peanuts or air-cellular cushioning material to fill void spaces and prevent movement of goods inside the box during shipping.
- Place goods that might be affected by dirt, water or wet conditions inside a plastic bag.
- Consolidate small parts and accessories and package separately. Spillable or granular products should be placed in a strong sealed container, such as a burlap or sift proof plastic bag, then package in a sturdy outer box.
- Use the H taping method for sealing your package.

#### Single-Box Illustration With Wrapped Item

Fragile Product wrapped in a minimum 3" thickness of cushioning material on top, bottom, front, back and both ends



Finishing material to fill voids between cushioning material and inner wall of box (e.g. loose fill peanuts) Minimum of 3" depth on top, bottom, front, back and both ends

Sturdy outer box, measuring 6" larger on all sides

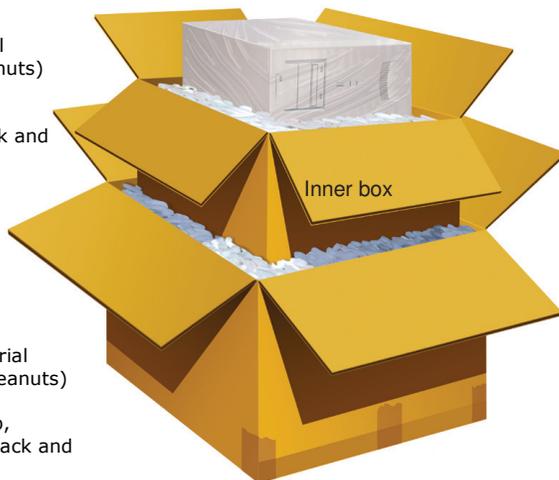
## Box-in-Box Packing Method

(For heavier, high value or irreplaceable products)

- **Wrap product(s) individually in a minimum 3" thickness of air-cellular cushioning (Bubble Wrap®) on all six sides (top, bottom, front, back and both ends) to fit snugly inside a corrugated box.**
- Restrict product movement inside the box by filling void spaces with loose fill peanuts or air-cellular cushioning material.
- Close and tape the inner box using the H taping method. This will help prevent accidental opening.
- Use a second box that is at least 6" longer, wider and deeper than the inner box.
- Choose the wrap or fill method to cushion the inner box inside the larger sturdy outer box.
- Ship fragile products individually, wrapping them in a minimum 3" thickness of air-cellular cushioning material such as Bubble Wrap®.
- Wrap the inner box with 3" thickness of air-cellular cushioning material or use at least 3" of loose fill peanuts or other cushioning material to fill the spaces between the inner box and outer box on the top, bottom and all sides.
- Fill any void spaces with more cushioning material.
- Use the H taping method for sealing your package.

### Box-in-Box Illustration With Loose fill Peanuts

Packaging material  
(e.g. loose fill peanuts)  
Minimum of 3"  
thickness on top,  
bottom, front, back and  
both ends



Packaging material  
(e.g. loose fill peanuts)  
Minimum of 3"  
thickness on top,  
bottom, front, back and  
both ends

Sturdy outer box,  
measuring 6" larger on  
all sides

### Box-in-Box Illustration With Air-Cellular Cushioning



Smaller Inner box  
wrapped in 3" of bubble  
wrap

Sturdy outer box,  
measuring 6" larger on  
all sides

## Sealing Your Package

- **Prior to sealing the package, place a business card or letterhead with the shipper's address and phone number and the recipient's address and phone number inside the box, on top of the packaged item and the purpose of the product's shipment to its destination.**
- Use pressure-sensitive plastic tape that is at least 2" wide. (minimum 60-lb. grade)
- Apply tape evenly across flaps and seams to both the top and bottom of the outer box. Use the "H - taping" method on both the top and bottom of the box.
- Do not use cellophane tape, duct tape, masking tape, string or rope to seal packages.

"H - taping" method



## Addressing and Labeling Your Package

- Place delivery information inside and outside the package. Include an address for your recipient and yourself.
- Do not list a P.O. Box address for U.S. addresses.
- Remove or cross out any old address labels on the outer box.
- Package labels and packing slips should be applied facing the same direction on the same side of the package.
- Avoid wrapping labels around the corner or directly on the edge or seam of the package.
- Place shipping labels on the package's largest surface. While we cannot ensure compliance with markings such as "Up" arrows or "This End Up," properly placing the shipping label increases your chance for the preferred orientation.

Use applicable routing label,  
airbill or address label



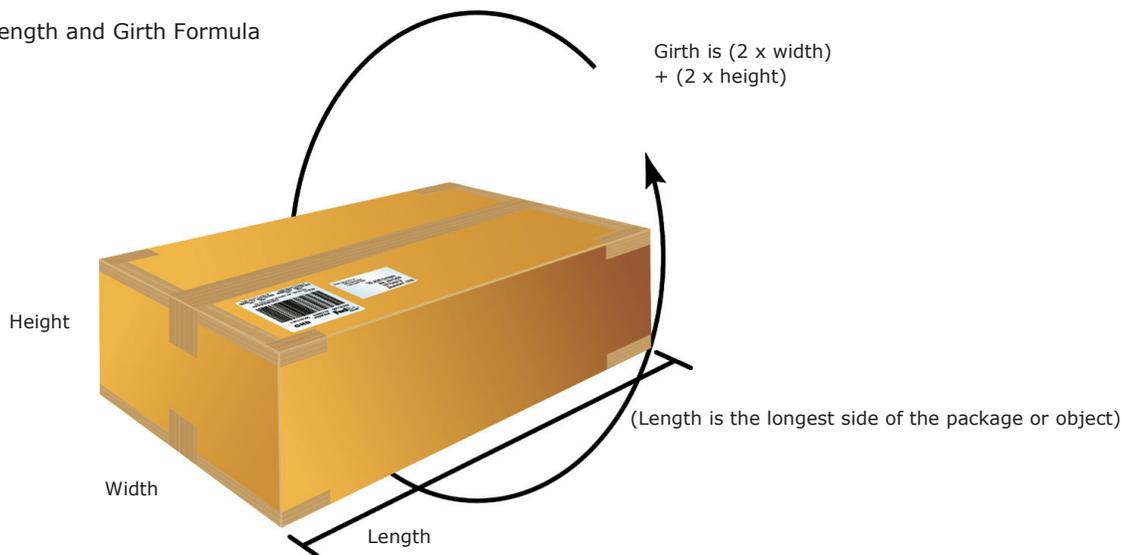
## Shipment Size and Weight Restrictions

- **With FedEx Ground®** services, you can ship packages up to 150 lbs.; up to 108" in length and 165" in length plus girth.
- **With FedEx Express®** U.S. services, you can ship packages up to 150 lbs.; up to 119" in length and 165" in length and girth.
- **With FedEx Express International** services, you can ship packages up to 150 lbs.; up to 108" in length and 130" in length and girth.

Place yellow and black safety heavyweight labels over the diagonal corners of your package if it weighs more than 75 lbs. To get the labels, contact your FedEx Express courier or FedEx account executive, or go to a FedEx Office Print & Ship Center<sup>SM</sup> or FedEx World Service Center<sup>®</sup>.

## Measure Length and Girth

Length and Girth Formula



The length and girth formula is simple:

- Measure the length, height and width of the package.
- Length and girth equals length plus twice the height.

## Calculating Dimensional Weight

Dimensional weight applies when your package is relatively light compared with its volume. If the dimensional weight exceeds the actual weight, charges based on the dimensional weight will be assessed. To calculate it:

- Multiply length by width by height in inches.
- Divide by 194 (for U.S. and Puerto Rico shipments) or 166 (for international shipments)
- Compare the dimensional weight and actual weight.