PACKAGING GUIDELINES

FAN COURIER

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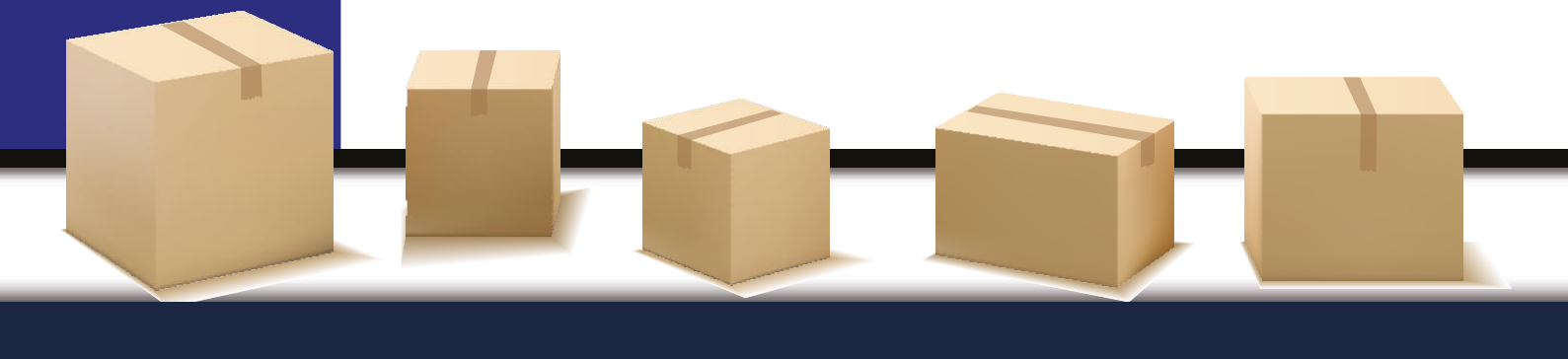


INFORMATION ON PARCELS AND SHIPPING LIMITS

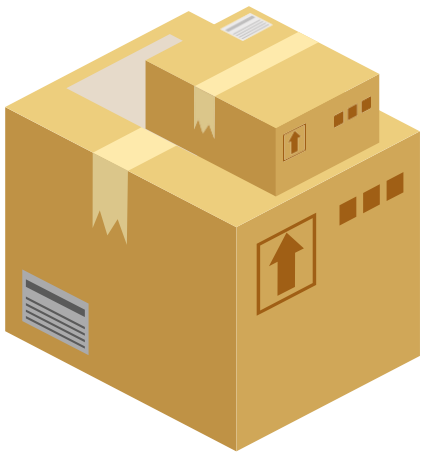
On their way from the sender to the recipient, parcels go through multiple checks, handling and mechanical manipulation processes, **and their integrity depends on the way they are packed.**

Because we want to offer you the best delivery services possible and the integrity of your parcels is important to us, we have drawn up a packing guide that will clarify the minimum standards required for goods to be accepted in our network.

The **FAN Courier** network is sized and planned to pick up and deliver envelopes and a wide range of palletised or non-palletised parcels.

There are weight and size restrictions in place, for the parcels transported, in order to ensure a safe transport and handling of shipments in the FAN Courier warehouses and by our fleet of vehicles. To avoid any damage during their transit through the FAN Courier network, all shipments must be properly packaged for bulk or consolidated transport.

In this guide, you will find our minimum packaging **recommendations**, addressed both to shipping customers and to the FAN Courier staff in charge of accepting shipments from customers or to the staff providing specific packaging guidance for different types of goods.



*If these minimum standards are not accomplished, FAN Courier reserves the right not to accept the goods for transport.

USEFUL TIPS

Please find below detailed aspects of the basics of proper packaging, by product category, and FAN Courier' limits on accepted sizes and weights.

WEIGHT AND SIZE

STANDARD

The maximum weight of an accepted parcel is 30 kg, dimensions: 60x50x30 cm.

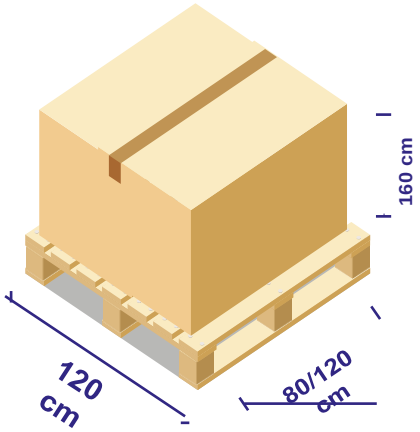
FREIGHT TRANSPORT

The minimum allowed weight per package is 30 kg, and the dimensions must fit within the following limits: 60x50x30 cm.

The weight considered will be the higher of the following:
the physical or the volumetric weight, which is calculated as follows:
Length (cm) x Width (cm) x Height (cm)/6000.

PALLET SIZES

The maximum size accepted for pallets is 120x80x160 cm and, for industrial pallets, 120x120x160 cm.



SECURED AND STACKABLE

To ensure the safe transport of the products, we recommend you to use a strong double-layered cardboard, wooden boxes or pallets (as applicable) and strong adhesive tape, so that they resist stacking.

The packaging size must be chosen depending on the content and filling materials must be used to prevent the products from moving around inside the packages. If you have more than one box placed on the pallet, they must be separated with cardboard boards and the whole pallet must be wrapped in protective foil.

Attention! Boxes that are not sufficiently loaded can deform and those loaded beyond their capacity can deform or take irregular, non-stackable shapes.

PARCELS AND SHIPPING LIMITS

The **weight and size** limits imposed by FAN Courier reflect the common weight and size limits of our transport vehicles and our sorting and delivery centres. Larger and heavier items require special orders as they may not fit in a standard courier vehicle.

Whenever FAN Courier must use specialised vehicles or special means of handling, an additional fee willbe charged.

The weight and size limits used by FAN Courier are shown in the table below. If you needassistance, please contact the **Orders Department**.

PARCELS ACCEPTED BY THE SYSTEM

Gravimetric or volumetric weight of the shipment	Comments	Special order needed	Maximum accepted sizes/parcel L/W/H	Special order needed
Up to 30 kg		**NO**	**60x50x30 cm**	✗
Over 30 kg		**NO**	**300***	✗
Pallet (max. 200 kg)		**YES**	**120x80x160 cm**	✓
Industrial pallet (max. 200 kg)		**YES**	**120x120x60 cm**	✓
Pallets > 200 kg + oversized, atypical, bulky, insufficiently and/or incorrectly packed parcels	Transport is carried out only through the FAN shipping company - EuroCargo service (eurocargo@fancourier.ro)	**YES**		✗

Parcels/pallet shipments, weighing between 100 and 200 kg, will be delivered at the ground/ramp level in the FAN offices.

FORBIDDEN FROM TRANSPORT

AUTO - MOTO	Large tires (TIR, truck, agricultural machinery, etc.) Motorcycles Boats, trailers, docks, their subassemblies Windshields, rear windows, other car windows Gear boxes, engines, car bodies, including hoods, batteries
HOUSE APPLIANCES	Mattresses in raw form, unfolded Assembled and/or unpackaged chairs Assembled furniture Massage table, chairs for cosmetic salons, medical bed improperly assembled and/or unpackaged
CONSTRUCTIONS	Poles, boards, fences BCA, OSB boards, tiles, faience, etc. Windows Septic fosses Pipes, metal profiles Linoleum roll, carpet roll, mesh, etc. Hoses (which cannot be packed) Garage doors Stairs Sanitary/mineral wool Sandbags/gravel/cement/seeds Heavy equipment (lathe, rotary, gravel compactors, excavator buckets/blades, motorised chainsaw, lawnmower, crop sprayers, etc.) Pallets larger than 120/120/160 cm Cable drum Liquids/oil/paint, other similar substances (adhesives, gels, thinners, varnishes, glue, etc.)
OTHERS	Toilet cubicles, shower cubicles, plastic crates, PETs, sponges (rolls or unwrapped) Bags made of raffia or other material, filled with various products Garbage bags filled with various products Dumpsters/garbage bins Live bait Slides, inflatable games (even deflated) Intestines and other organs, live or dead animals, human remains Perishable foods, fresh fruits and vegetables Seedlings, shrubs Stills (alcohol boilers) Fireworks, firecrackers Biological substances/samples Any products classified as dangerous substances for road transport Liquids/oils/other similar substances (gels, thinners, chlorine-based products, etc.) Empty drums and cans

BASIC CHARACTERISTICS OF A SUCCESSFUL PACKAGING

Large or palletised shipments must be suitable for transport through the FAN Courier network. **The sizes accepted for transport are the ones shown in the table above: 110x60x60 cm.**

The envelopes and parcels (up to 30 kg with the following sizes: 60x50x30 cm) sent through the FAN Courier network, must be **compatible** with our automatic sorting systems or our handling facilities (minimum size: A5 format).

You can find, listed below, the four key requirements that you should consider when packing shipments. By complying with them, you can make sure that FAN Courier can transport your shipment without charging additional costs for special handling.

CAN BE OVERLAPPED

Make sure your piece is packed so that it can overlap other shipments or other shipments can be placed on top of it.

STACKABLE

Make sure that large or irregularly shaped pieces are loaded on a pallet or on a solid base, provided with special shapes to ensure the possibility of safe and damage-free handling with the help of a forklift.

TILTABLE

Make sure your item is secure and stable both on a pallet and in its packaging. Goods will tilt during transport and/or handling.

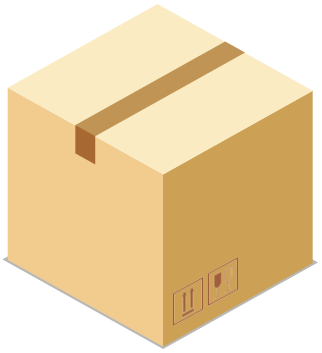
SHOCK AND VIBRATIONS

Minor vibrations and shocks may occur during mechanical handling. Make sure that your items are packed well enough to withstand shipping and they do not move freely inside their outer packaging.

PACKAGING METHODS

CARBOARD BOX

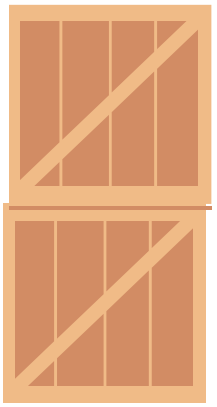
Lighter products (<30 kg) can be packed in cardboard boxes. For more information, see the general packaging conditions on the website: www.fancourier.ro/cum-sa-ambalezi-corect/.



It is recommended to avoid using cardboard packaging if the content is unsuitable for this type of packaging (heavy metal parts, with irregular shapes, with eccentric centres of gravity). In this case, we recommend that you reinforce the package corners or choose a wooden packaging.

WOODEN PACKAGING

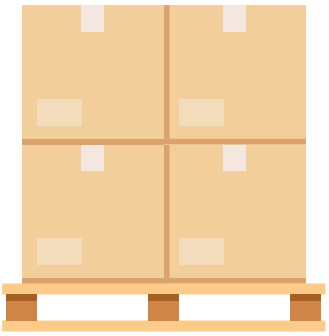
Use high quality, hardwood boxes and secure the boxes with straps or STRAPEX strips to increase the strength of the packaging. They must be packed in a movable box that can be handled with the forklift/pallet truck or loaded safely on a pallet.



PALLET

For a consolidated transport of shipments made of multiple pieces, place the items on a pallet and secure them using the methods outlined in this guide.

Make sure that the top of the pallet is flat and even and the boxes do not exceed the edge of the pallet.

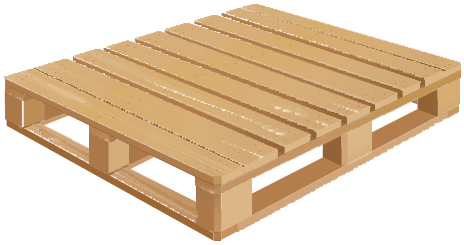


Note: Individual pieces weighing more than 100 kg must be packed in a mobile box that can be handled with a forklift or safely loaded on a pallet. For pieces weighing 30 - 100 kg, we recommend using a pallet or a wooden box. If you are using a box, it must be able to support the full weight of the goods. When packing individual pieces, on pallets or in wooden boxes, you must secure the goods and use appropriate packaging that can withstand multiple handling with special handling means. Wrapping must be done as responsibly and conscientiously as possible to secure the products correctly and safely on the pallet.

USING PALLETS

The following section presents the standards set by FAN Courier for **palletised shipments.** The recommendation includes what pallet to use, how to place the boxes on the pallet and how toprotect and secure the goods inside.

To avoid additional costs for oversized goods, we recommend using standard-sized pallets.



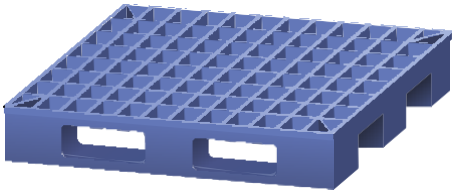
CHOOSING THE RIGHT PALLET

WOOD

- Strong and suitable for heavy objects.
- Reusable.
- If shipping internationally, make sure the wood meets international standards.
- Make sure the pallet has a solid base to increase stability.

PLASTIC

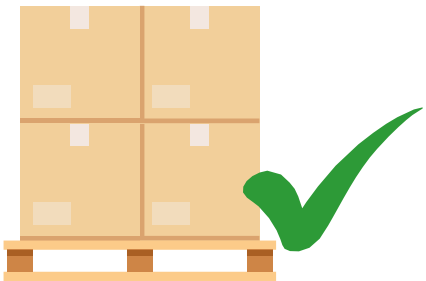
- High load capacity and non-slippery surface.
- Light weight.
- Resistant to moisture and corrosion.



STACKING BOXES ON PALLETS

COLUMN STACKING

Stacking boxes in a column on a pallet is the best way to maintain their strength during transport and to protect the goods against compression. Stack the boxes in columns, corner to corner and edge to edge to obtain the greatest stacking strength possible. The pallet MUST be stabilised and fixed with stretch film and belts.



STACKING IN T OR INTERLACED STACKING

If the goods inside a box are rigid, T-stacking will increase the pallets' stability.

If the goods inside a box are not rigid, interlock stacking can effectively reduce the compressive strength by up to 50% and the goods may be damaged.

PYRAMID TYPE

Arranging goods on a pallet in a pyramid shape does not ensure an even upper surface and it exposes the goods to damage, risk of delay and additional costs.

ARRANGEMENT EXCEEDING THE BASE (PALLET)

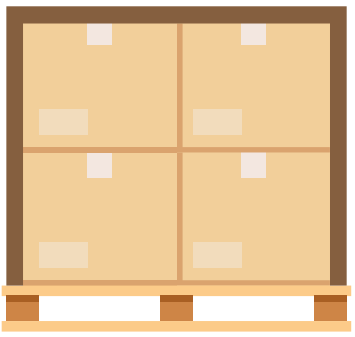
The boxes or contents must NOT exceed the edge of the pallet, as this would unduly expose the goods to damage during handling. Besides, using an uneven pallet stacking method can reduce the individual strength of the boxes in the base layer, by more than 30%.

RIGHT WAYS TO TRANSPORT PALLETISED GOODS

You can help prevent damage to your goods in transit by using a variety of measures that are outlined below. These methods are indicative and other forms of protection can also be used, such as cushioning foam, wooden crate, bubble wrap, paper, polystyrene forms/flakes, etc. The methods used must have at least the same quality as those presented in this guide.

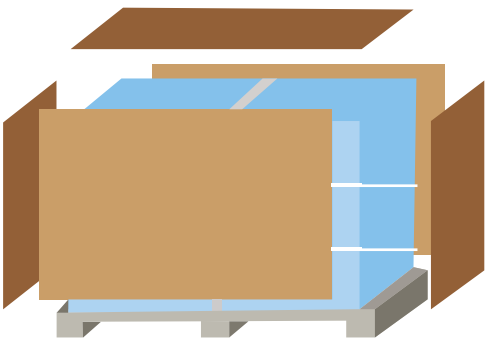
EDGE PROTECTION

Vertical edge protections not only reduce damage to box edges during shipping, but they also help stabilise the load. Both horizontal and vertical edge protection is recommended.



CARDBOARDS

The cardboard plates placed on the top, on the base and on the sides provide a protective barrier.
They help spread the weight of the shipments placed on the upper side and they provide protection against the base slats of the pallet.



CONSOLIDATIONS

When shipping large, irregularly shaped items, make sure the items are securely fastened to a pallet so that the anchorage would prevent lateral movement that may occur during shipping. It is recommended that the outer packaging be made of durable wood.

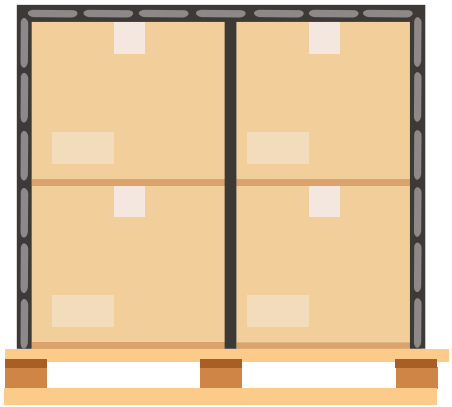
SECURING THE GOODS

Strapping and wrapping are the two main methods of securing goods on a pallet, and they should be used for large or palletised shipments. Types of straps used may include steel, nylon, polyester (PET) and polypropylene. Metal is more suitable for heavier solid items, while nylon and PET are recommended for lighter boxes and items. If you are using plastic straps, make sure they are strong and they secure the goods properly.

THERMALLY- SHRINKING FOIL / WRAPPING FOIL

When applying wrapping foil, make sure you secure the foil to the edge of the pallet and/or the stackable base.
Apply the thermally shrinking wrap by tightly wrapping the foil horizontally around the goods.

Continue to apply the foil, from the bottom to the top of the pallet, concentrically, ensuring a 50% overlap on the previous foil layer. At the top, diagonally cross the foil from each corner until the top is fully covered. Finally, tilt the foil down and apply a tight overlap around the base of the pallet.



ANCHORING/FASTENING

When applied correctly, anchoring is an ideal way of securing your goods. If manually applying the strapping, fasten the first piece under the empty space of the pallet and over the top of the goods for vertical fastening.

Repeat the fastening of the straps in all directions so that at least four straps would secure the load.

Always use extra protection on the edges to prevent the strips from being cut on the top edges of the boxes, the loosening of the ties and damage to the products inside. We recommend the use of resistant foil that would sufficiently protect the shipment during the multiple handlings carried out during transport.

PRODUCTS-SPECIFIC INDICATIONS

TRANSPORTING TV SETS

You must take special care when shipping TVs. The manufacturer's original packaging is **NOT** considered appropriate.

Manufacturers often design their packaging for bulk shipping, and they do not take into consideration the requirements of courier shipping. When packing a TV set, make sure that the empty space in the box is filled with protective material (that there is polystyrene on all sides).

If the manufacturer's packaging is not double-walled, pack the TV in a suitable double-walled cardboard box.

When shipping multiple TVs, place the goods upright on a pallet large enough to avoid tipping over. Secure the TVs to the pallets with plastic tape, then wrap them in thermally - shrinking foil. To allow stacking, place a cushioning material on top of the products (hard cardboard sheets or other materials).

LUGGAGE, SPORTS EQUIPMENT AND MUSICAL INSTRUMENTS

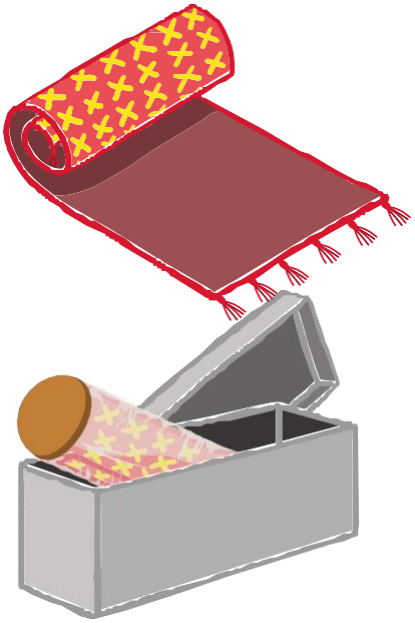
Shipping luggage, sports items or musical instruments is only allowed in hard cardboard boxes/hard cases. **Fill all the empty space in the boxes to prevent the item from moving around in the box, during shipping.**

Make sure the product is **completely** wrapped in the cardboard box. **If certain parts of an equipment protrude out of a box, they may be damaged. FAN Courier cannot provide you with specialised packaging for sports items or musical instruments.**

CARPETS AND GARMENT ROLLS

To prevent bending, you must always roll the carpets/fabrics along the shortest length.

Textiles or carpets must be wrapped in thick foil, and they must have their ends protected with thick cardboard or hard cardboard.



BOTTLES

The bottles must be packed in special hard cardboard boxes, filled with polystyrene or other filling materials, without any free spaces, to prevent the bottles from moving around, inside the package.
The filling materials must be in sufficientquantity, to protect the contents during multiple handlings.

If you have multiple bottles to ship, use special boxes, pack each bottle individually and use cardboard delimiters to prevent contact between the products inside the box. Factory packaging is not compliant.