



Packaging & Labelling Guidelines

Introduction

Citypak, Sri Lanka's **Premier** Domestic Courier Service Company, Operating in Logistics and Transportation sector with a network of **32+ Branches** island-wide.

The following packaging guidelines need to be followed to ensure that every product gets delivered in perfect condition to the customer.



Assessment Of Shipping Items



SIZE ASSESSMENT

The size of the shipment (Small, Medium, Large) must be considered so that the package fits securely within the external packaging materials and does not touch the outer walls of the box.

WEIGHT ASSESSMENT

The following packaging material must be used depending on the weight of the product.

- **0kg - 5kg: Light**
- **5kg – 10kg: Medium**
- **Above 10kg: Heavy**

How to pack your package

1 Choose the
Right Material



2 Pack the
Product



3 Seal the
package



4 Attach the
Waybill



Packaging Materials



CORRUGATED BOX



POLYTHENE BAGS/FLYERS



WOODEN CRATES

Outer Packing



CORRUGATED ROLL



DIVIDERS



KRAFT PAPER

Inner Packing



AIR PILLOWS



PROTECTIVE FOAM/STYROFOAM



PACKAGING PEANUTS

Guidelines While Using Corrugated Boxes



STEP 1

To build the box, tape the bottom and fold the shorter sides, then the longer sides of the box.



STEP 2

After folding the bottom sides of the box, seal the box by applying the accurate tape.



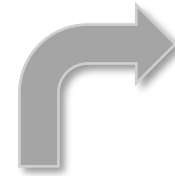
STEP 3

While sealing the box, ensure that it is in the shape of an H as it offers maximum strength. To do so, place the tape across the joining ends of the box in an H shape and seal them at the end.



STEP 4

Place the tape along the center of the box and extend over each side of the box by 5 centimeters.



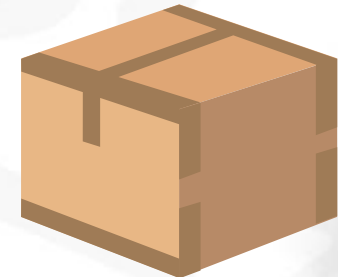
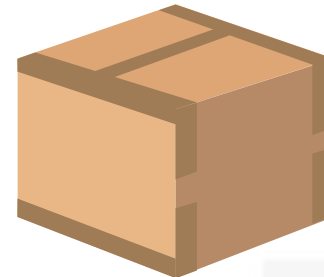
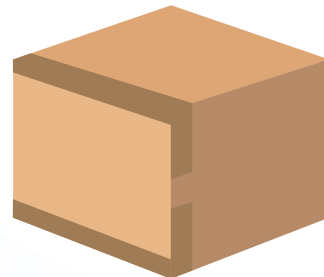
STEP 5

While one tape strip will suffice on each side of the box, a second piece can be placed to make the box stronger.



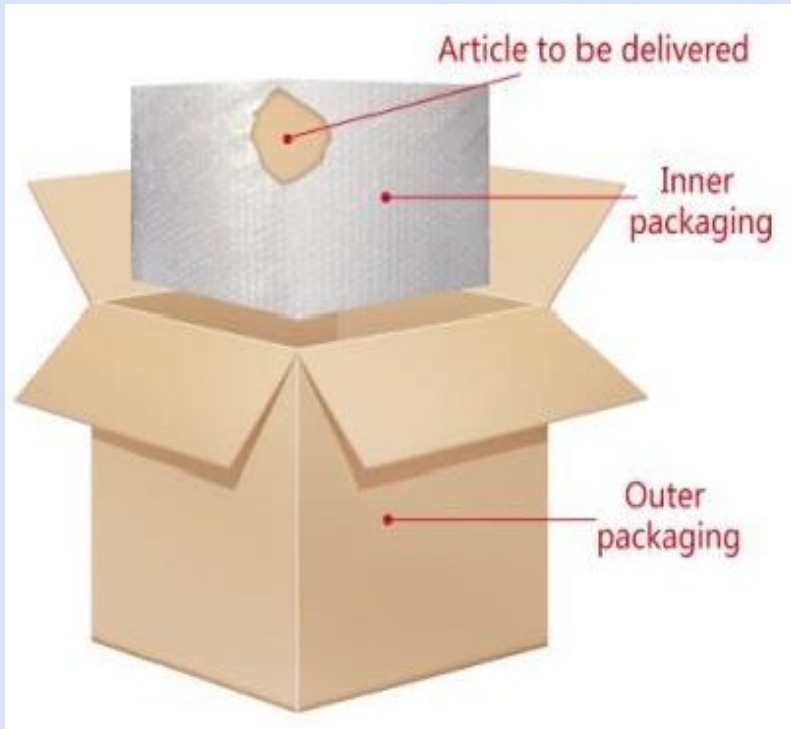
STEP 6

Repeat the process on the top of the box. Once the flaps have been folded, a strip of tape should be applied in the center of the box with a strip on the side.



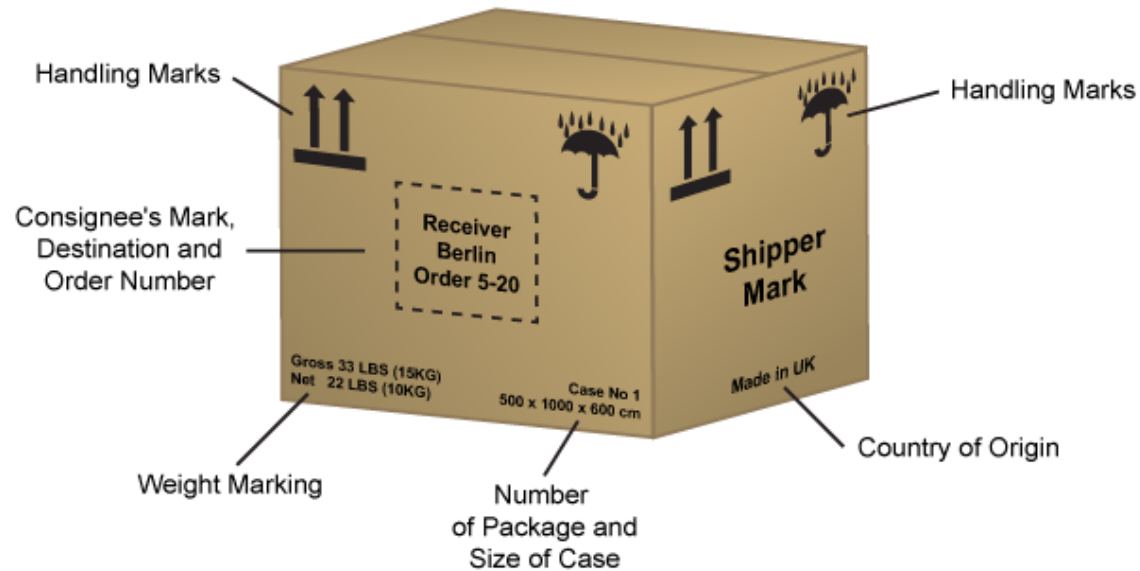


How to Pack?



Product Category	Inner Packing Material	Outer Packing Material
Fragile Items	Bubble wrap / Kraft paper(Avoid having empty space in the packing)	Double wall Box
Accessories and Artificial Jewelry	Bubble wrap or cotton. Kept into a pouch.	Flyers
Apparel and Footwear	Kraft Paper	Corrugated Boxes Flyers
Plush Products	Shrink-wrapped bag & Bubble wrap	Corrugated Boxes Flyers
Liquid Products	Leak proof Seals	Leak proof packing
Multiple/Loose Products	Bubble wrap / Kraft paper	Corrugated Boxes Flyers
Cosmetics	Leak proof packing	Corrugated Boxes
Documents	Hard covers	Flyers
Electrical & Electronic Items	Protective Foam	Corrugated Boxes
Spare parts	Protective Foam	Wooden box

Important Labels Used



Check list before sending the package

- Parcels that are packed in secured mode.
- WB (Way Bill) attached on the box/flyers.
- Recheck for sender and receiver details. Make sure the details are correct and up to date.
- Make sure the WB is visible and not damaged when handing over the package to the courier

We accept all your securely packed perfect packages !

