



PACKAGING GUIDELINES



FAN COURIER EXPRESS

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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.

FAN Courier encourages its clients to use this guide. Its purpose is to boost the packaging's general quality for transport by using the "RIGHT" and "WRONG" types of illustrations". This guide does not replace the general packaging rules created for each industry, but it emphasizes our delivery standards when it comes to accepting parcels through FAN Courier Express network.



*If these minimum standards are not accomplished, FAN Courier Express 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 Express' limits on accepted sizes and weights.

MAXIMUM PERMITTED WEIGHT AND SIZE FOR PARCELS



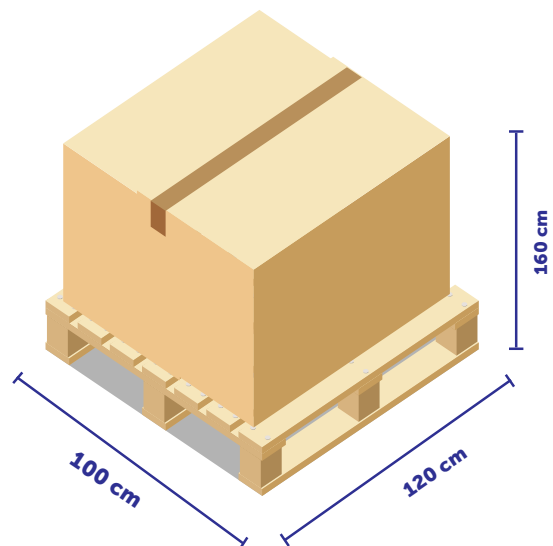
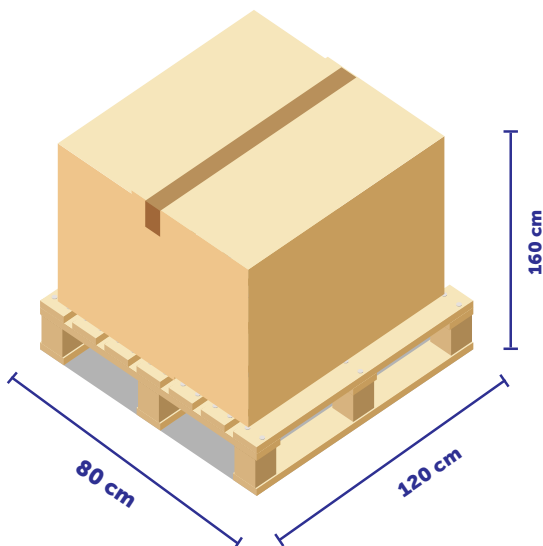
The maximum permitted size (the sum of the three sides $W+L+H$) = maximum 300 cm.

The maximum **physical** weight for on-site delivery is 100 kg per parcel.

PALLET WEIGHT AND SIZE

The maximum permitted size for pallets is 120x80x160 cm, and for industrial pallets 120x100x160.

The maximum **physical** weight for **on-site delivery** is 100 kg / pallet.





SECURED AND STACKABLE

The packaging size should be selected based on the contents inside. Filling materials should be used to prevent goods from moving inside the packages.

If you have multiple boxes on the pallet, they must be separated using cardboards, and the entire pallet must be wrapped in protective foil.

Warning! Boxes that are not sufficiently loaded can change shape, and those that are loaded beyond capacity can easily deform or become irregular in shape, which makes them unstackable.

ACCEPTED PARCELS (OR ACCEPTED PALLETS) WITHIN THE DIRECT ADDRESS DELIVERY SYSTEM



Category	Weight	Maximum approved size/piece
Parcel	100 Kg	300 cm (sum of three sides W+L+H)
Standard Pallet (EU pallet)	100 Kg	120x80x160 cm
Industrial Pallet	100 Kg	120x100x160 cm

*Pallets that exceed the maximum weight or size can be shipped **only** through FAN freight forwarder – EuroCargo service (additional information at eurocargo@fancourier.ro).

**Pallets between 100 and 200 kg will be picked-up and delivered from FAN's headquarters.

FORBIDDEN FROM TRANSPORT

AUTO - MOTO

Large tires (TIR, truck, agricultural machinery, etc.)
Motorcycles
Boats, trailers, docks, their subassemblies
Windshields, rear windows, other car windows
Gearboxes, engines, car bodies, including hoods, batteries, SH car body components.

HOUSE APPLIANCES

Mattresses in raw form, unfolded
Assembled chairs
Assembled furniture
Medical or massage table/bed

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
SH Heavy machinery (lathe, circular saw, tamping machine, excavator buckets/blades, chainsaw, lawnmower, weedkiller machines, etc).
Cable drum

OTHERS

Toilet cubicles, shower cubicles, plastic crates, PETs, sponges (rolls or unwrapped)
Raffia bags, trolley bags, luggage or handbags used as packaging.
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, gels, solvents, lacquer, bleach-based products, glues, liquid detergent, paint, fuel containers etc.
Empty drums and cans
Armament and ammunition
Gas cylinders
Drugs

BASIC CHARACTERISTICS OF A SUCCESSFUL PACKAGING

Large-scale or palletized parcels must be compatible with FAN Courier Express transportation requirements. **The accepted sizes for transport are the ones previously presented in the table.**

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 Express 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.

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

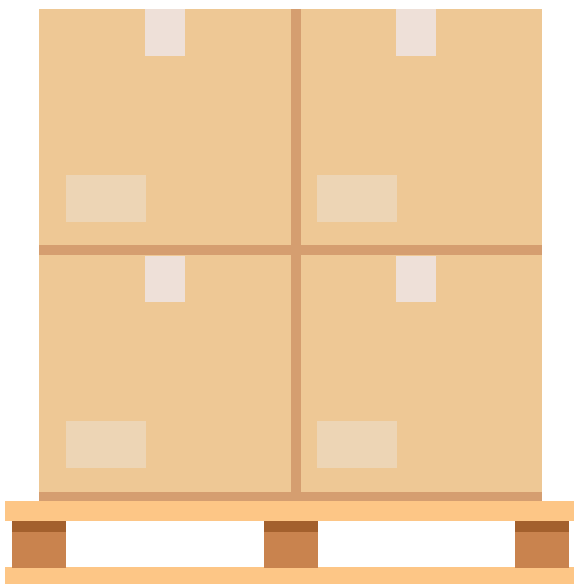
Mechanical handling can cause minor shocks and vibrations. Make sure that your items are properly packed so they can withstand transportation and they don't move freely inside the package.

PACKAGING METHODS

CARBOARD BOX

Packaging products in cardboard boxes is recommended. For additional information, check the general packaging requirements on www.fancourier.ro/en/packaging-rules/.

It is recommended to avoid using cardboard packaging if the content is inappropriate for this type of packaging (heavy metal parts with irregular shapes or a misaligned center of gravity).



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.

USING PALLETS

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%.

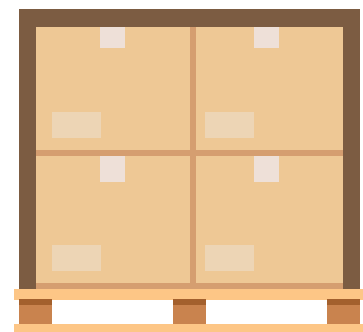


RIGHT WAYS TO TRANSPORT PALLETISED GOODS

You can help prevent the damage of goods during transportation by taking a variety of preventative measures presented below. These methods serve as guidelines, but you can use other forms of protection for your goods, such as foamy material, bubble wrap, Styrofoam peanuts, etc.

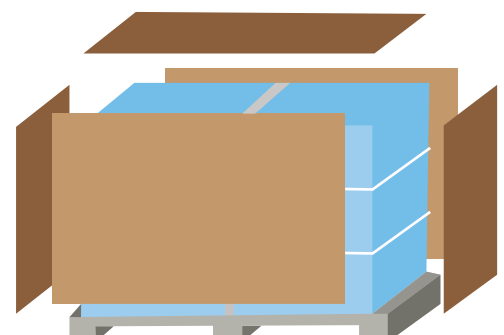
EDGE PROTECTION

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

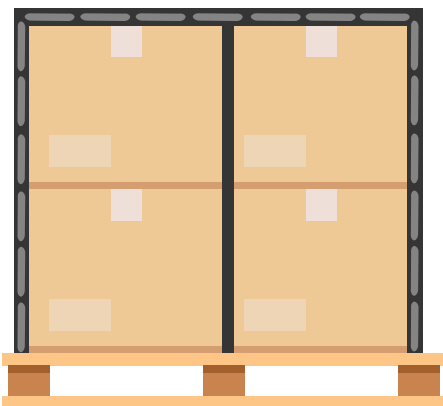
Strapping and wrapping are the two main methods of securing goods on a pallet, and they should be used for large or palletised shipments. Types of straps used may include steel, nylon, polyester (PET) and polypropylene. Metal is more suitable for heavier solid items, while nylon and PET are recommended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

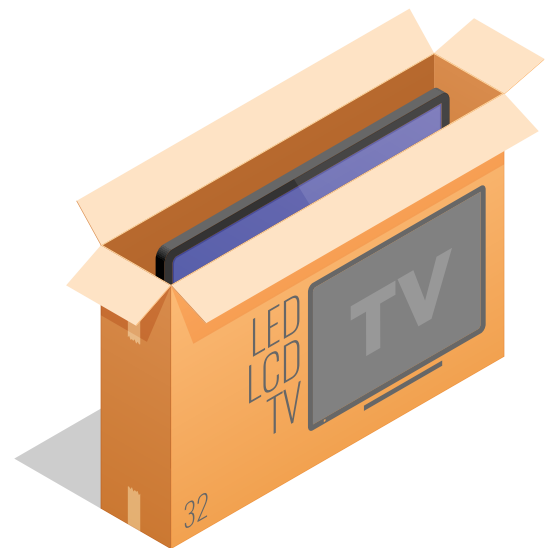
PRODUCTS-SPECIFIC INDICATIONS

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 Express cannot provide you with specialised packaging for sports items or musical instruments.**

CARPETS AND GARMENT ROLLS

To prevent bending, roll your carpets / fabrics along their shortest side.

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 sufficient quantity, 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.

