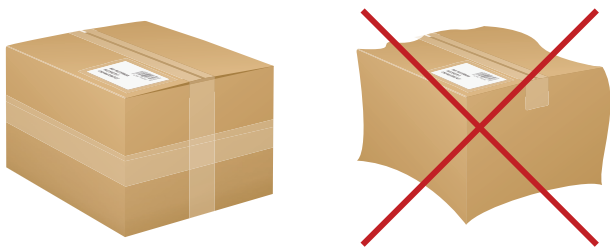


Properly packed and labelled

For shipment with GLS, parcels must be sufficiently packed and properly labelled. Packing should be adapted taking type, weight and robustness of the item being sent into consideration.

Outer packing

Goods packed in cardboard boxes made of high-quality, moisture-resistant, double-wall cardboard are generally well protected. Corner, surface and edge protection are especially important. New boxes are best; used boxes are only suitable for resistant goods. The heavier the contents, the more stable the outer packing needs to be.



Internal padding

Any empty space inside a box should be filled with padding. Goods should not be allowed to move around. The padding material used should be compatible with the goods being sent; precise-fit polystyrene molds should be used for heavy and sensitive goods. No direct contact should be possible between goods and the outer packing.



Sealing

The parcel should be wrapped with adhesive tape and well sealed on all sides. The heavier or larger the parcel, the stronger the adhesive tape needs to be. Robust sealing is essential for secure transport.

Attaching the parcel label

The parcel label is the address label. Completely fill in the parcel label: with your own address (consignor) and the recipient's (consignee). For fast and smooth parcel delivery, the label should be attached to the largest side of the parcel and old stickers should be removed. Parcels should not be bundled together but instead sent individually.



Bundling packages is done at your own risk. This is only permitted if they are firmly tied together and only 1 label is applied to the bundled pack.

If some goods are lost or damaged as a result of the bundling, GLS cannot be held liable. In some cases a non meca tax will be charged.