



**Express Freight**



*Quality in Distribution*

**IRELAND ■ UK**

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# EXPRESS FREIGHT

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## Packaging & Labelling Guide

We'll do everything we can to make sure we take care of your delivery, but there are a few things you can do to help us ensure each delivery arrives in perfect condition.

**This guide will show you how to wrap and pack your product so that it is ready for collection, whatever its size or shape.**

## Labelling

1. Make sure the full delivery address, including the postcode, is on each parcel label;
2. Make sure there's a label on every item in the consignment;
3. Use the full postal address, not just the invoice address;
4. Always provide a contact number



5. Labels should be adequately located and in view;



6. Labels should not be smudged, creased or rippled;



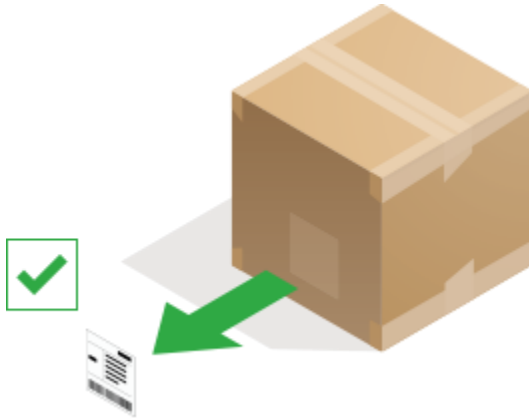
7. Ensure the barcode is visible and undamaged (Poor barcodes will reduce traceability of freight);



8. Use appropriate labelling to identify heavy items and goods that are fragile;



9. Remove old labels;

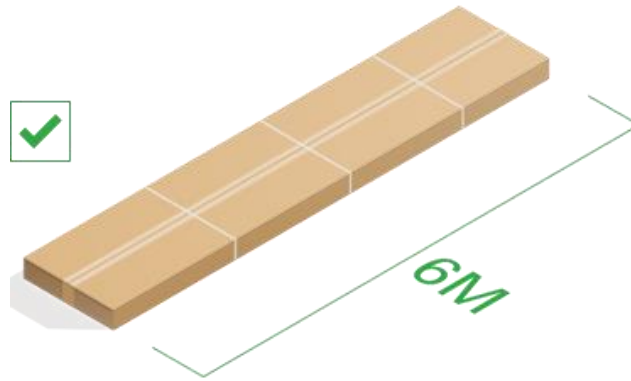


10. Apply more than 1 label (this reduces the possibility of the product going missing if a label comes off during transit).

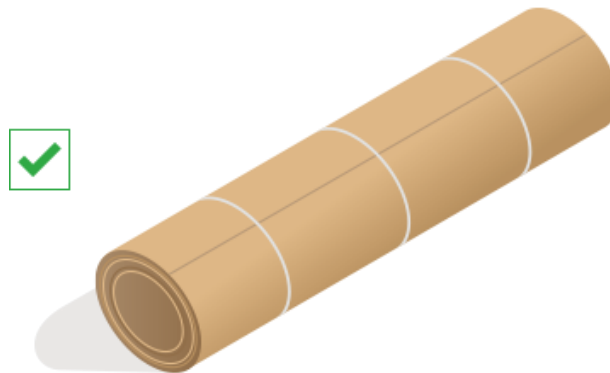


## Lengths & Rolls

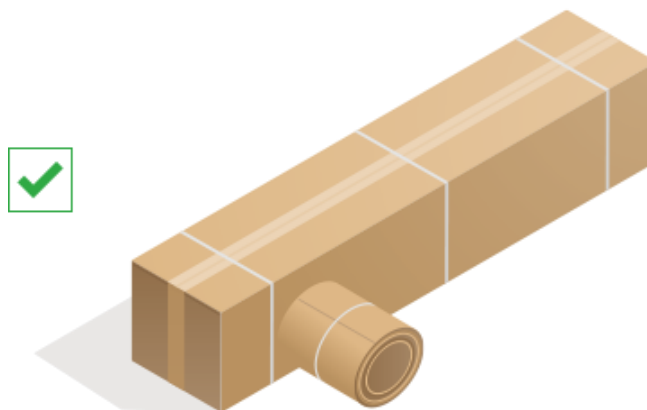
1. Items must not be greater than 6 metres. Lengths must be a manageable weight;



2. Ensure items have adequate taut banding to avoid loose contents;



3. Sharp ends should be packaged and covered appropriately



## Pallets

1. Make sure the pallet base is solid and durable;
2. Protect corners with edge guards;
3. Use plastic / metal strapping to secure the product to the pallet;
4. Adequately label e.g. fragile items



5. Use shrink wrap to keep the pallet dry, NOT TO SECURE IT;
6. Aim to put heavy product at the base of the pallet and lighter product at the top.  
This will improve the stability of the pallet;
7. Max Dimensions (per standard pallet space):
  - a. 1.2m x 1.2m x 2.0m
8. Max Weight (per total pallet, regardless of size):
  - a. 750Kg

**N.B.** The dimensions and weight specified must be adhered to for health and safety purposes

## Cartons & Boxes

1. Make sure items are packed well with the relevant material to reduce movement and to protect the goods;



2. Use strong, robust packaging for transportation – double or triple wall;



3. Band with the appropriate strapping and ensure it is taut to avoid spillage;



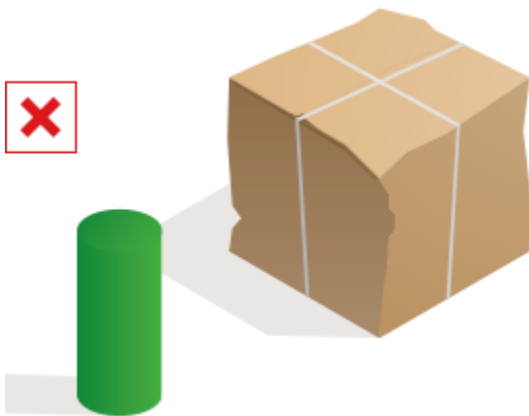
4. Tape accordingly;



5. Ensure the packaging is the right fit for the goods;



6. Oversized packaging will result in potential crushing;





7. Avoid overfilling packages



| ITEM   | MAX. SIZE            | MAX. WEIGHT |
|--------|----------------------|-------------|
| Carton | 0.45m x 0.6m x 0.45m | 25KGS       |
| Length | 6m x 0.3m x 0.3m     | 25KGS       |
| Roll   | 6m x 0.3m x 0.3m     | 25KGS       |

**N.B.** The dimensions and weights specified must be adhered with for health and safety purposes.

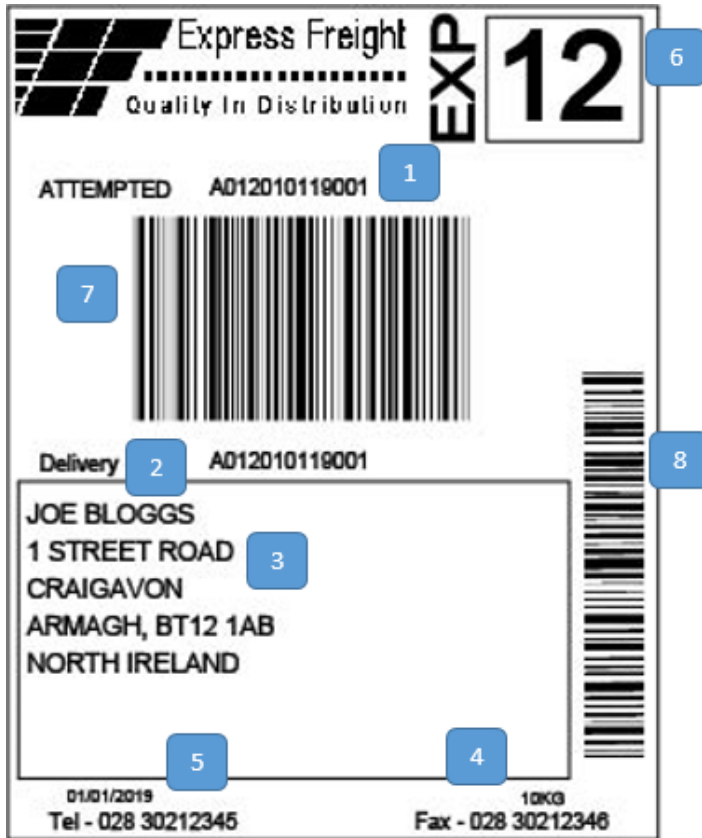
## Dangerous Goods

1. Please don't send any dangerous or prohibited goods as you may be liable to prosecution;
2. Before shipping any dangerous goods via our network, please consult with our office on 02838322100.



## EFDS

EFDS (Express Freight Dispatch System) is our own, automatic, barcoded, address label printing system that allows barcoded labels to be printed and include information such as the following:



1. Consignment note number;
2. Consignee name;
3. Delivery address;
4. Weight of each item;
5. Consignment dispatch date;
6. Bay number;
7. Unique barcode - vertical;
8. Unique barcode - horizontal

## Consignment Delivery

There are a number of ways to ensure that we get your delivery to the right place at the right time. These include:

1. Property number;
  - Road/street name;
  - Industrial estate;
  - Town/city;
  - Full postcode;
  - Contact name/department name;
  - Contact number;
  - Consignee name
  
2. You can use the special instructions area to give us any further information you feel may help get your delivery to the right person and place at the right time i.e. Opening/closing times, alternative delivery instructions if the recipient is not there etc.

Please note; we will not be held liable for any loss or damage claim if you request us to leave goods without gaining a proof of delivery signature.

3. If you're using manual notes and labels, ensure that your instructions appear on each copy of the consignment note and each address label;
4. We cannot deliver to PO Box numbers;
5. Enter a description of the type of items in the consignment e.g. parcel, pallet, length etc. If any individual item weighs over 40kg, it will automatically charge as a pallet;
6. Always ensure that you have enough labels for your consignments. If you require more labels, contact a member of our IT team (contact details can be found in the 'System Issues/Queries' section below).

## Manually Completed Consignment Notes & Labels

If you are still using the manual labelling method, we would encourage you to speak to us about using our dispatch system (see EFDS section above). However, we have made our manually labelling very simple:

1. Fill in the necessary paperwork and create an address label including all relevant address information including postcode;
2. Stick a package label on the largest flat surface of your delivery (try to avoid package seams;
3. When the driver collects your package, only give them the bottom copies of the consignment note. You keep the top copy as your record (it is marked 'Customer Retained Copy'). The bottom copies should still be attached together, and relevant barcode stickers should be attached to the bottom copy.

## System Issues/Queries

If you have any issues or queries, please feel free to contact either Ashley or Kevin from our IT Department and they will assist you:

### **Ashley**

Email: [asteenson@expressfreight.co.uk](mailto:asteenson@expressfreight.co.uk)

Tel: 028 3832 2100

### **Kevin**

Email: [kfegan@expressfreight.co.uk](mailto:kfegan@expressfreight.co.uk)

Tel: 028 3832 2100

## Links

[Terms and Conditions](#)

[HSE Leaflet](#)

[An Post](#)