

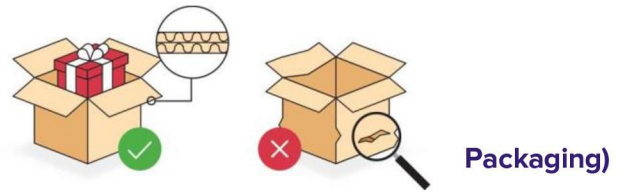
PACKAGING GUIDELINE



Our experience tells us that proper packaging and labelling is the best way to avoid damage, delay or additional costs. Parcels can travel a huge distance through our network, passing through many hands and machines, so it's vital you package them well enough to handle a multi-step journey.

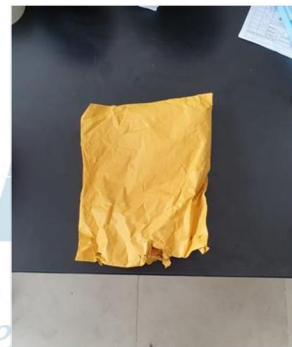
Packing Materials

- Tamper proof Polythene Bags
- Corrugated Boxes
- Bubble Wraps
- Plastic Bags (as the final layer of



Prohibited Packaging Materials

- Paper bags, paper envelopes, shopping bags, tulip bags, brown paper bags or similar bags and cardboard bags with open top must not be used as packing material
- Transparent Poly Bags (as the final Packaging)
- Usage of Staples (as they can be removed easily)
- Original product packaging must not be used as packaging and every order must be packed with a packing material



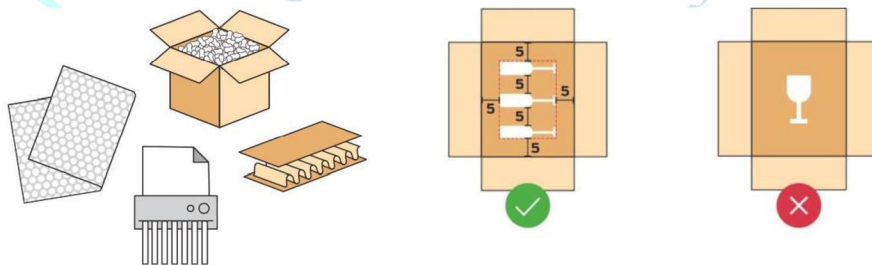
Fragile Product Packaging (Glass Products, Flower Vases, etc.)

- Fragile products must be packaged to prevent handling damages
- Fragile products must be packaged with both internal packaging (minimum 6cm layer of bubble wrap or similar) and external packaging (double wall box)
- There must not be any empty spaces inside the packaging for fragile products. Only bubble wrapping is not suitable for fragile items
- Place a “FRAGILE” sticker on the outer surface of the package visible to anyone who sees .



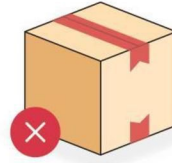
How to Pack?

- Each order must be packaged in a **TAMPER PROOF (No-Tamper)** polythene bag
- Position bottles that contain liquids (cosmetic products, colognes, plastic bottles, etc.) upright. Use an inner seal and perforated breakaway cap. The inner packaging must be able to contain leaks.
- Liquid Products should be covered with a box as an inner packaging. Then the box should be covered with bubble wraps as a second layer packaging and finally the bubble wrapped box should be covered in a bag and then the bag should be fully sealed.
- Clothes should be packaged in a polythene bag as the inner packaging (to avoid damages caused by weather, other liquid products, etc.) and as the final packaging a thick plastic bag which is fully sealed should be used
- Chipboard boxes, such as gift or shoe boxes, must be bubble wrapped and packed into a corrugated outer box and should be sealed
- Use the right packing materials



Sealing the Package

- Each order must be packaged in a **TAMPER PROOF (No-Tamper) polythene bag**
- Apply tape evenly across flaps and to both the top and bottom of the outer packaging
- After package is being fully sealed, cannot be any open / torn ends



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Labelling the Package

- Package labels and packing slips should be applied same direction on the same side of the package
- Label your item with a complete address and amount
- Place shipping labels on the package's largest surface



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DELIVERY
Your Delivery Partner

Liability

Koombiyo Delivery would not be liable for any loss or damages of shipments caused by inadequate packaging. We would neither refund the amount nor waive off the delivery charges if a damage occurs to a certain product that has not followed the packaging guideline given above.



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