

# Ship Fragile Items Checklist

By Lauren Meir

## ☐ Supplies

- ☐ **Sturdy Cardboard Box for Shipping** The box should be a few times larger than the item(s) you need to pack.
- ☐ Packing Peanuts
- ☐ Bubble Wrap
- ☐ Newspaper / Cloths
- ☐ Packing Tape
- ☐ Scissors
- ☐ Black ;Permanent ;Marker

## ☐ Wrap and Pack

- ☐ Tape the bottom of the box with packing tape to ensure stability.
- ☐ Line the bottom of the box with crumpled newspaper and packing peanuts
- ☐ Carefully wrap fragile items in generous amount of bubble wrap Tape edges for security.
- ☐ If packing a picture frame, remove the glass first and wrap ;separately.
- ☐ If desired, wrap item in additional cloth or clothing for extra padding.
- ☐ Add more crumpled newspaper on top of and around your item.
- ☐ If packing more than one item, ensure each item is sufficiently wrapped and padded, ;separated ;by the other fragile items by crumpled newspaper.
- ☐ Leave space around the sides and top of box.
- ☐ Top off the box with more crumpled newspaper and packing peanuts.
- ☐ Seal the box with firmly applied packing tape.

## ☐ Label and Ship

- ☐ Clearly mark the box fragile in black permanent marker, around the sides and top of the box.
- ☐ Mark an arrow with "This Side Up" so box remains in an upright position.
- ☐ Print a Label with address information Use a label printer or clearly print recipient and sender names and addresses.
- ☐ Seal the label with tape to protect from moisture.

- ☐ Estimate shipping cost of your item either online or at the post or shipping office Shipping cost is based on the weight of the package and the type of shipping service you need.
- ☐ Use a service that provides you with a tracking number and signature confirmation.
- ☐ It is ;recommended ;to purchase insurance for fragile or specialty items.
- ☐ It is ;recommended ;to use a "Special Handling" service for ;extremely ;fragile or specialty items.
- ☐ Shipping cost can be paid online or at the shipping office.
- ☐ Schedule delivery to the recipient or a package pickup from the local post or shipping office.