



HOW TO SHIP YOUR GOODS CORRECTLY

**Things to consider when
you need to ship your goods.**

General Packaging Guidelines

To prepare packages for UPS shipment, you can use your own packaging, if boxes are new or almost new, or you can recycle a box only if it is in perfect condition.

Italian customers with a UPS account can request supplies by calling our customer support +39 02 30 30 30 39

1 Choose the right box

Here is the list of supplies that you can order

Envelopes



UPS Express Envelope

For urgent correspondence and documents.

34,5 cm x 25 cm

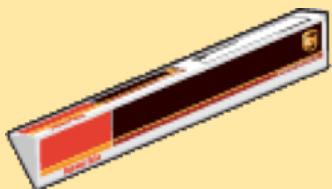


UPS Express Reusable Envelope

Show your commitment to the environment with this envelope. It's designed to be used, reused, and then recycled.

Made from 100% recycled fiber.

Tubes



UPS Express Tube

This tube is ideal for sending documents that must be rolled rather than folded, such as blueprints, charts, maps, drawings, and posters.

19 cm x 16,5 cm x 97 cm

Packs



UPS Express Pak

Choose this Pak when you need to ship flat, unbreakable articles, such as large reports or oversized printouts.

Small: 32.5 cm x 40.8 cm
Medium: 41 cm x 45 cm

Boxes



UPS Express Box

Suited for a wide range of items, like electronic parts and computer printouts etc.

31.5 cm x 46 cm x 9.5 cm



UPS Value Box

Different weight available:

2 kg – 5 kg – 10 kg – 25 kg



Good to know:

All UPS packaging materials are recyclable and include labelling symbols to indicate it.

2 Pack your items



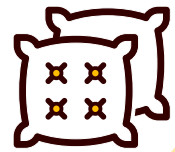
Use a good amount of **cushioning material**



Fragile items should be **wrapped separately**



Leave at least **5-6 cm distance** between the content and the wall of the box



If you are shipping heavy items, use only **dense cushioning**

3 Seal the box

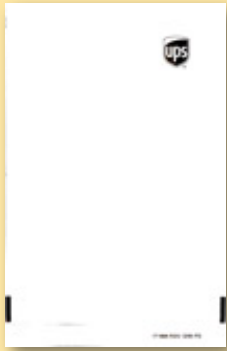
It's best to use heavy-duty or preferably reinforced tape to seal your box if you are shipping heavy items over 25kgs.

4 Print your label and place it safely and visibly

It's always a good idea to print out the shipping label twice and place the duplicate inside the parcel.

Place the label in the pouches with the complete sender and delivery information on the biggest surface of the box.

Others



Waybill Pouches

A see-through protective pouch that adheres to a package for shippers to display plain paper address labels.

6.5" x 10"

Sticker – Saturday delivery

Highlighter tape

Label – ISC

THERMAL LABELS

Special packaging

Liquids



Sufficient and careful packaging is key when shipping any sort of liquids, such as beverages.

Wine e Sparkling wine packaging: 1, 2, 3, 6 e 12 bottles

These shipments must meet UPS packaging requirements and should be tested by the manufacturer to meet ISTA3A or UPS Package Design and Test Lab requirements.



Irregular shaped items

If you are shipping maps, posters, blueprints or other rolled up items, use **triangular tubes instead of cylinder tubes**.



Heavy items

For parcels weighing over 25kgs, make sure that **seams are stitched or stapled** instead of glued.

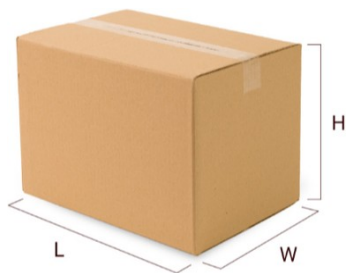
Check the strength of the box to ensure that the size limit and gross weight limit of the box are not exceeded.



Fragile items

Be sure to use a **double walled corrugated cardboard box** and go for a new box instead of re-using old ones.

How To Correctly Measure a Parcel



Determine Length, Width and Height

The **longest** side of your parcel is your **length**.

Keep these measurements handy when you create your shipment.

How do I determine the dimensional weight of my parcel?

Dimensional weight = $(L \times W \times H) \div 5000$

Compare the parcel's actual weight to its dimensional weight.

The greater of the two is the billable weight and will be used to calculate the rate.

Choose the right packaging to avoid additional charges

Packages are billed according to size measured in our system.

Make yourself familiar with size limits and choose stable packaging.

Additional Handling Charges

- Any article that is encased in an outside shipping container made of metal or wood
- Any cylindrical item, such as a barrel, drum, pail, or tire, that is not fully encased in a corrugated cardboard shipping container
- Any package with the longest side exceeding 100 cm or its second-longest side exceeding 30 inches (76 cm)
- Any import, export or domestic package with an actual weight greater than 25 kg.
- Each import, export or domestic package in a shipment where the average weight per package is greater than 25 kg and the weight for each package is not specified on the source document, or the UPS automated shipping system used.

Large Package Surcharge

A package is considered a “Large Package” when its length plus girth [girth = (2 x width) + (2 x height)] combined exceeds 300cm, but does not exceed the maximum UPS size of 400cm. Large Packages are subject to a minimum billable weight of 40kg in addition to the Large Package Surcharge.

Over Maximum limits

Packages with an actual weight of more than 70kg, or that exceed 274cm in length, or exceed a total of 400cm in length and girth combined [girth = (2 x width) + (2 x height)], are not accepted for transportation. If found in the UPS small package system, they are subject to an additional charge. Packages exceeding 400cm in length and girth combined are also subject to the Large Package Surcharge.

Read more here:

[How to Avoid Shipping Charge Corrections](#)

**For more
information visit [ups.com](https://www.ups.com)
or contact us**

Customer Support

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