

AN ESSENTIAL PACKING GUIDE FOR EXPRESS SHIPMENTS



ASSESS PACKING NEEDS

CHOOSE SUITABLE MATERIALS

PHOTO FIXATION OF THE ITEM IN THE PROCESS OF PACKING

APPLY PACKING TECHNIQUES

SEAL AND LABEL SHIPMENT

PREPARE YOUR PACKAGE FOR EXPRESS DELIVERY

Dear ladies and gentlemen,

At the Antiqon trading platform we do everything we can to ensure your packages are always delivered on time and in great condition.

Parcels can travel many thousands of miles through Antiqon's global network to reach their destinations. Packing your shipments with appropriate materials in the right way will help ensure they arrive safely and stay intact.

When packing your shipments, remember that they will be transported via an express delivery network. International standards for express packaging are more stringent than other types of transportation as shipments are handled by a network of conveyors, aircraft and people.

ATTENTION! The sender is always responsible for the correct packaging of the goods. The Antiqon Delivery Service Packaging Guide provides some general instructions and examples of good packaging practices. Different shipment contents requires different levels of protection, therefore this should not be perceived as a final solution suitable for all customers.

You can find out more about packaging rules on the page of our website.

<https://antiqon.pro/en/support/packing>

If you need additional help, please contact your personal manager or the Antiqon Pro service support team.

Quick Tips

If you are short of time, here are some basics of good packing

Step 1

- Pay attention to the weight & fragility of shipment contents
- Value of content being shipped
- Consider packing requirements prescribed by transportation regulations



Step 2

- Use quality double wall boxes
- Ensure 6 cm distance between shipment content and all walls of the box
- Fill all void space



Step 3

- Take photos of the item during the packaging process
- Save them until you receive your payment
- Put the Antiqon insert with a QR code inside the package



Step 4

- Use pressure sensitive tapes of at least 48mm width
- Adopt **H-taping** method to seal all edge and seams
- Apply sticker with logo Antiqon on packaging



Step 5

- Apply a special plastic pocket with shipment label to the top surface of your package
- The shipment label must be completely visible on the box



DISCLAIMER:

Please note that the information contained herein is general and may not apply in a specific situation, nor does it constitute an alternative to legal or other advice from an appropriately qualified professional. While this document has been compiled using reliable information, Antiqon excludes all representations, warranties, undertakings and guarantees relating to the information contained herein to the maximum extent permitted by applicable laws. It is the responsibility of the Shipper to ensure compliance with all applicable laws, regulations and requirements at all times. All services are provided in accordance with the document, a copy of which can be found on the website.

ASSESS YOUR PACKING NEEDS

Quality packaging is key when it comes to preventing damage. Assessing your packing needs is an important step in determining the most appropriate packaging for shipments.

FACTORS THAT WILL HELP YOU DETERMINE YOUR PACKAGING REQUIREMENTS

Weight	<ul style="list-style-type: none"> Consider the strength and durability of the packaging box An appropriate box should be able to securely hold the weight of the content being shipped
Size and Shape	<ul style="list-style-type: none"> Items should not touch the outer wall of the box Odd-shaped or rounded packaging may need extra attention
Form of Contents	<ul style="list-style-type: none"> Special packaging materials and packing techniques are required for shipping liquids and powders
Value of Contents	<ul style="list-style-type: none"> Extra cushioning and protection may be required for high value goods
Fragility	<ul style="list-style-type: none"> Extra cushioning and protection are required for fragile items Apply special handling label
Final Use	<ul style="list-style-type: none"> Will the box be used in the future when selling the product? Do you want to avoid any markings on the box?
Regulations	<ul style="list-style-type: none"> Some dangerous and restricted goods may require special packaging



IMPORTANT FACTORS



Weight



Humidity



Cost



Restricted and prohibited goods for shipment

Did you know that some items are prohibited from being transported by the Antigon Delivery Service and are classified as restricted or prohibited items. If you want to send jewelry, bone products, firearms or items that are restricted for export according to the laws of the sender's country or import according to the laws of the recipient's country, please contact your personal manager or the Antigon Pro service support team.









Getting more information to submit the shipment




For more information, visit the website section <https://antigon.pro/en/termsAndConditions>

ANTIQON PACKAGING RANGE



EXTERNAL PACKING MATERIALS

Boxes				
Box Type	Weight Limit	Size (mm)	Punching test (kilograms per square centimeter)	Edge Crush Test (kilograms per square centimeter)
Box 2 	1 kg	337 x 182 x 100	11	2,4
Box 3 	2 kg	336 x 320 x 52	11	2,4
Box 4 	5 kg	337 x 322 x 180	11	2,4
Box 5 	10 kg	337 x 322 x 345	19,7	3,7
Box 6 	15 kg	417 x 359 x 369	19,7	3,7
Box 7 	20 kg	481 x 404 x 389	19,7	3,7
Box 8 	25 kg	541 x 444 x 409	19,7	3,7
Express Tube Tube 3 Tube 4 		475 x 155 x 134 976 x 176 x 152		

Cardboard and Plastic Flyer bags				
Flyer bag type	Weight Limit	Size (mm)	Seam Strength	Tensile Strength
Cardboard Flyer bag 	0,5 kg	350 x 275	—	—
Plastic Flyer bag A4 	2 kg	400 x 300	4 kg	32.5 Mpa in longitudinal and transverse direction and 400% elongation at break
Plastic Flyer bag A3 	3 kg	475 x 375	4 kg	32.5 Mpa in longitudinal and transverse direction and 400% elongation at break

Dimensions mentioned above are for reference only. Packaging range may vary in different countries.

BASICS OF PROPER PACKAGING

Oversized and palletized shipments must correspond to certain dimensional requirements dictated by the standard dimensions of trucks, aircraft, and handling equipment used for transportation. Below are four key requirements that must be followed when packing goods.



STACKING

The packaged cargo must be suitable for stacking.



LOADING OF GOODS

Loading of large goods is carried out using a forklift. To avoid damage during loading, packages must be securely fixed on a pallet.



INCLINE

Make sure that the goods are securely fixed on the pallet. They can tilt during flight.



BLOWS AND VIBRATION

Minor blows and vibration may occur during mechanical loading. Make sure that the goods are securely packed.

Use of boxes, lockers and pallets



Cardboard Boxes

Goods weighing up to 20 kg can be packed in boxes.

Take special care with goods in narrow, long, or weak cardboard boxes (>120 cm). If necessary, strengthen the packaging or use a wooden box.



Wooden Boxes

Heavy goods weighing over 20 kg should be packed in boxes.

Place the good in a quality wooden box and secure the box diagonally for added strength.



Pallets

Packing of large or heavy parcels is carried out by placing the parcel on a pallet using one of the fixation methods.

Make sure that the surface of the pallet remains level and that the goods do not extend beyond its boundaries.

Transportation of breakable items

Note: Goods weighing more than 70 kg* must be packed in a forklift box or securely attached to the pallet. For goods weighing from 20 to 70 kg, we recommend using pallets or wooden boxes. If you use a cardboard box, it must be strong enough to support the weight of the contents. For loading, transport equipment is used, including forklifts. If the goods are packaged improperly, it may be refused acceptance.

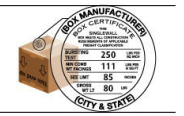
*Requirements may vary by country.

CHOOSE SUITABLE MATERIALS



EXTERNAL PACKING MATERIALS

Parcel	
Material	<ul style="list-style-type: none"> Always use high quality corrugated cardboard boxes for parcels. For fragile or heavy items, double-wall three-wall constructions are recommended. Avoid reusing old boxes as they may have lost some of their rigidity.
Strength	<ul style="list-style-type: none"> Look out for the manufacturer stamp which tells you information about the construction type and strength of a box. Ask your box supplier for more information as required. Refer to the box specifications below to select suitable packaging for the weight of your shipment.
Size	<ul style="list-style-type: none"> Under-filled boxes may collapse and over-filled boxes may burst. Prevent this by choosing a box with the right size for the content being shipped.
Flyer bag	
Strength	<ul style="list-style-type: none"> To avoid splits or tears, the tensile (stretch) and seam (seal glue) strength of the flyer bag should meet the recommended standards outlined below. Antiqon Flyer Bags have a minimum elongation (stretch) of 35cm prior to failure and can hold 30% more weight at the seam



CHOOSE A BOX OR FLYER APPROPRIATE FOR THE WEIGHT OF YOUR SHIPMENT

Box Specifications				Flyer Bag Specifications			
Parcel Weight	Construction	Bursting Test (kilograms per square centimeter)	Edge Crush Test (kilograms per square centimeter)	Document Weight	Construction	Seam Strength	Tensile Strength
Up to 5 kg	Single Wall	11	2,4	Up to 4 kg	Polyethylene (60µm)	4 kg	32.5 Mpa in longitudinal and transverse direction and 400% elongation at break
5-10 kg	Single Wall	11 - 14	2,4				
10-15 kg	Double Wall	17,5 - 21	3,9				
15-20 kg	Double Wall	17,5 - 21	3,9				
20-25 kg	Double Wall	17,5 - 21	3,9				
25-30 kg	Double Wall	25	3,9				
>30 kg	Double Wall	Specialist Packaging Method					

Remarks:

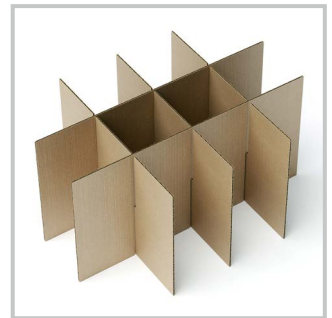
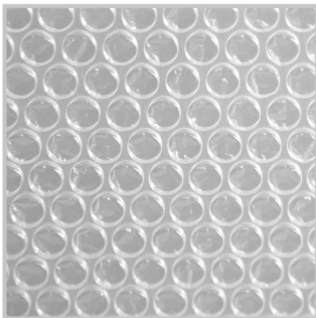
- Burst-Test (aka Mullen Test) is the force of kilograms per square centimeter required to rupture or burst the side of a corrugated box. The result indicates the box's ability to withstand external or internal forces, and how the box will contain its contents during rough handling.
- Edge-Crush-Test measures the stacking strength of corrugated cardboard boxes or fiberboard. Determining a finished box's compression-strength is defined by the amount of force that is needed to crush the cardboard by standing it on its edge.
- Seam Strength refers to the load requires to break a seam.
- Tensile Strength is the maximum stress that a material can withstand while being stretched or pulled before failing or breaking.

INTERNAL PACKAGING MATERIALS

Bubble wrap, airbags, cardboard and foam peanuts/pellets are all commonly used as packaging material. All have different qualities and it is important to use them appropriately.

Following the below table will help you decide what material is suitable for your needs.

Note that while bubble wrap offers some void fill properties, it is more effective to use more suitable materials when trying to fill larger spaces



Type of Material	Packaging Function				
	Cushioning	Void Fill	Protection	Divider	Other Function
Bubble Wrap	✓	✓	✓		
Small Cell 60 mm Suitable for lightweight items					Separation of layers
Large Cell 120 mm Suitable for medium weight products					Separation
Foam Wrap	✓	✓	✓		
Foam peanuts/pellets	✓	✓		✓	
Cardboard Air Bags		✓			
Crumpled Paper		✓	✓		
Corrugated Inserts		✓	✓	✓	
Shredded Cardboard		✓	✓	✓	Depreciation

APPLY PACKING TECHNIQUES

Following the first two sections of this guide you will now have assessed your packing needs and prepared suitable packaging materials for your shipment.

Before introducing packing methods, here are some important principles applicable for packing your shipment contents.

Leave No Empty Space

It is important to completely fill empty space within the box to avoid contents moving during transit which can cause damage to both contents and box.

Place void filler on the base of the box then around the item you are shipping. Ensure there are no gaps or movement.

When choosing void filling materials, always ensure that they would provide sufficient support for the weight of the shipment contents. Some materials may sink or deflate under the weight of the content which may eventually leave empty space inside the box.



6 cm Distance

Always place items being shipped in the center of the box with at least 6 cm of separation from any external walls or corners.

Take this into consideration when determining the size of box relative to the size of the contents.

Box-in-box method

The box-in-box method uses a second box for extra protection. It is suitable for transporting fragile goods and also if the inner box will be reused for retail sale.

We recommend using the original manufacturer's packaging as the inner box where possible.

The outer box should be at least 14 cm larger in all dimensions than the inner box to provide sufficient overpack protection. We recommend a double wall box but if using a single wall, ensure your box has suitable strength for the weight of its contents.

Before placing the inner box into the outer box, place a layer of material on the bottom to fill the free space at least 6 cm high.

Restrict any movement of the inner box by filling void space on all sides.



PHOTO RECORDING OF GOODS AT THE TIME OF PACKING

According to the current rules of the Antiqon Pro service, be sure to take photographs of the item before packaging, during packaging and after packaging. When packing, place the Antiqon insert with a QR code inside the package. Save the photos you have taken until you receive payment for the sold item.



Photo recording of an item during packaging



Step 1

Take photos of the item before packing



Step 2

Take photographs of the item during the packaging process. Place the Antiqon insert with a QR code inside the package



Step 3

Take photos after packing and save them until you receive payment

SEAL AND LABEL SHIPMENT



A good seal helps to protect your package during transit. Both the adhesive tapes you choose and how you seal the shipment makes a difference in protecting your shipment contents from being exposed or damaged during transit.



Use Pressure Sensitive Tapes

Antiqon recommends the following pressure sensitive tapes for their strength and durability:

- Polypropylene tape (brown plastic tape)
- Vinyl adhesive tape (electrical tape)
- Fiber-reinforced paper tape (industrial tape)

Seal the packaging with tape with Antiqon logo



H-taping

Ensure all seams are sealed using the **H-taping** method:



Step 1

Apply strip of tape along the center seam



Step 2

Apply 2 strips of tape across both edge seams.
Apply more strips of tapes for heavier shipments



Step 3

Repeat the H-taping so that both the box's top and bottom seams are sealed

SEAL AND LABEL SHIPMENT



Special Handling Label

Although we cannot guarantee maintaining the stable orientation of shipments during transit, our specialists actively look for visible special handling instructions.

Proper use of handling instruction labels can help ensure the appropriate transport, handling and storage of your shipment during transit.

Place a Handling Label with the Antiqon logo on the packaging:

Top

An upward-pointing arrow indicates the required position of the parcel during transportation, loading and unloading and storage.

Carefully, glass

Extra care required

Keep away from dampness

The parcel must be protected from high humidity and stored indoors.

*All special stickers must be affixed by the shipper before transferring the parcel to the courier.



Applying Shipment Label

Displaying the shipment label clearly is important in ensuring that your shipment moves swiftly through the network.

Below are a few key points to note:



- Fix the shipment label securely on the top surface of the shipment box. This will help us keep your shipment in an upright position as much as possible during transit!
- Ensure the label is wholly visible on one surface and that the label does not cover any seams. Do not let other labels, tapes or paperwork cover the shipment label.
- We never recommend using an old box but if you do, ensure all outdated shipment labels are removed prior to use.
- Placing a spare label inside the package will help us identify your shipment if the original label becomes detached or damaged.
- If you need to apply other labels on your shipment, please avoid placing them on the same surface as the shipment label.
- Use a plastic self-adhesive clear window pouch for documents that are required to be placed outside of the box.

TRANSFER YOUR GOODS TO THE ANTIQON DELIVERY SERVICE **DOOR 2 DOOR**

ATTENTION! According to the current rules of the Antiqon service, the sender guarantees that the item will be ready for shipment within 3 business days after concluding the purchase and sale agreement. Antiqon reserves the right to pass on the cost of removal to the sender in case that the goods are not ready for shipment at the scheduled pick-up time or if the provided pick-up address is not correct, or if the sender has not provided all accompanying documents or has not provided the required information, or the information is incomplete, incorrect or false.



We are constantly improving the Antiqon service and strive to do everything to ensure that your goods are delivered on time and safely.

