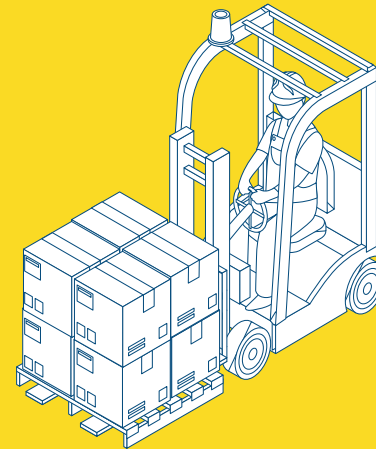
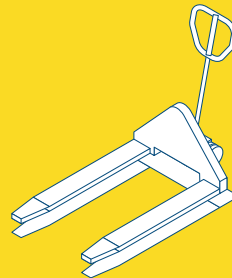
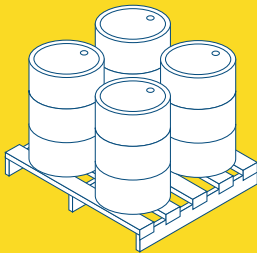
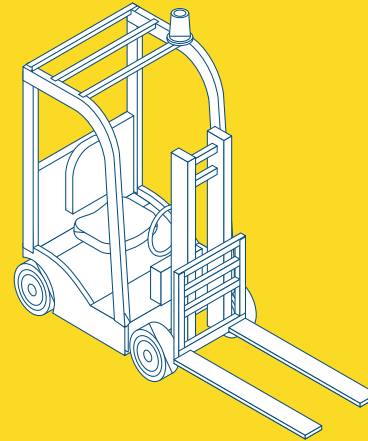
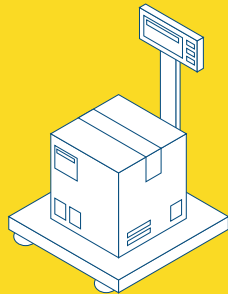
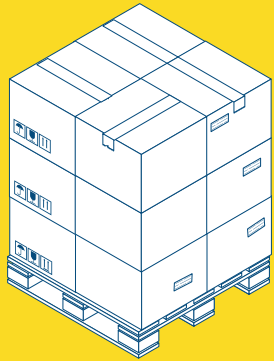


# Packaging manual



<b>1. TRANSPORT PACKAGING</b>	<b>1</b>
Strength of a pallet shipments	2
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<b>2. PALETIZED SHIPMENTS</b>	<b>4</b>
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<b>3. FILLING AND FASTENING MATERIAL</b>	<b>10</b>
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Recommendations for increasing  
the security of your shipment.



Global Logistics

# 1 Transport packaging



Global Logistics

# Strength of pallet shipments

The height of a pallet shipment cannot exceed **2200 mm**.

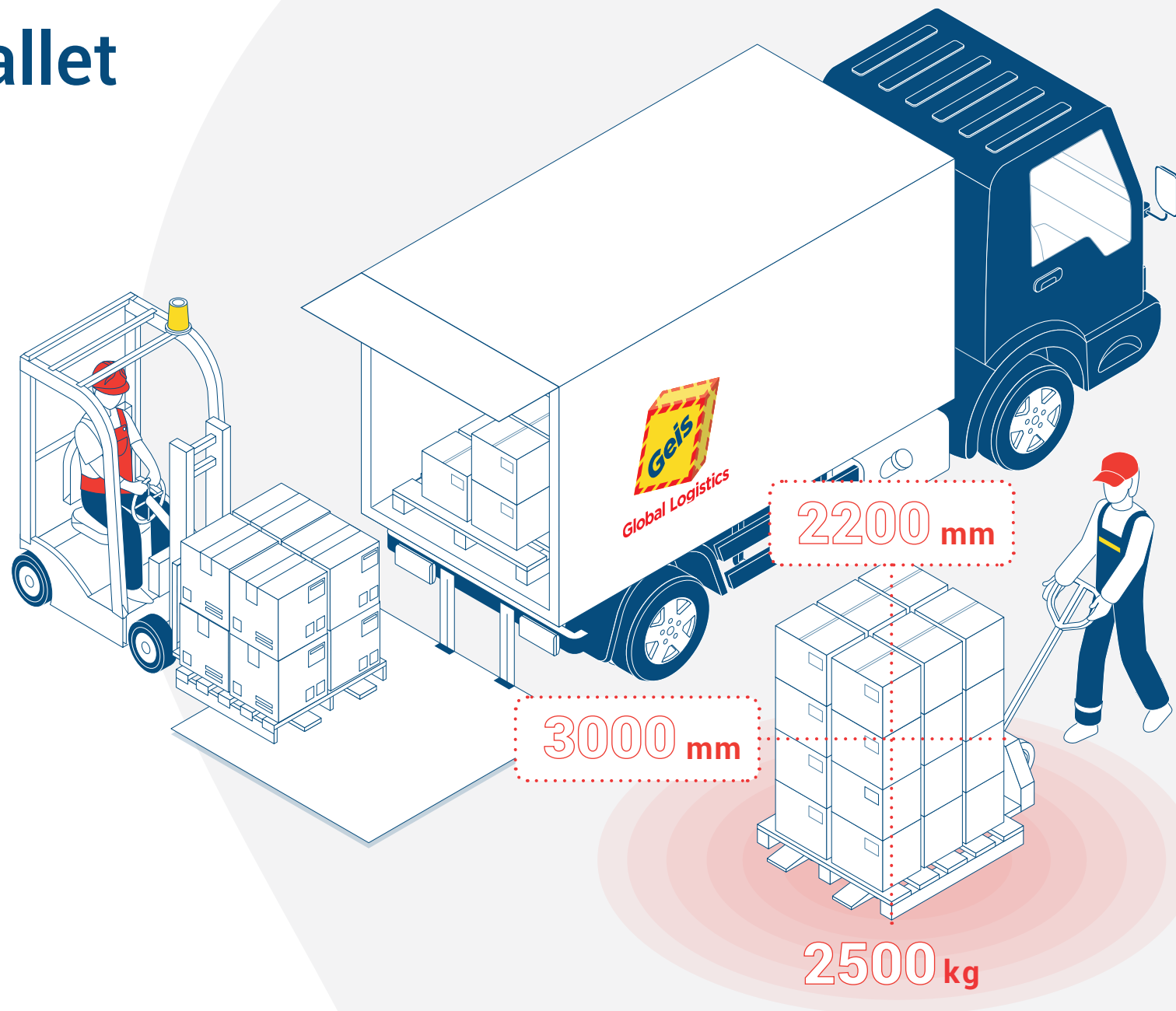
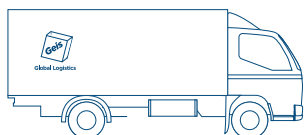
The length of one side of the product packaging or pallet cannot exceed **3000 mm**.

One shipment may consist of 10 colli and their total weight can be max **2500 kg**, and the weight of one colli can be max **1200 kg**.

## LOADING, UNLOADING:

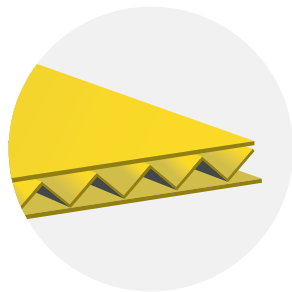
Service during shipment loading and unloading (min. 6× loading and unloading within each transport).

## INCOTERMS

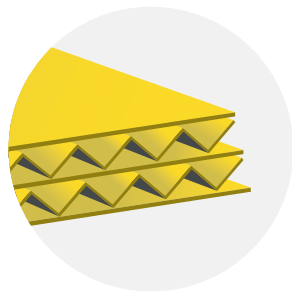


# Standard shipping packaging

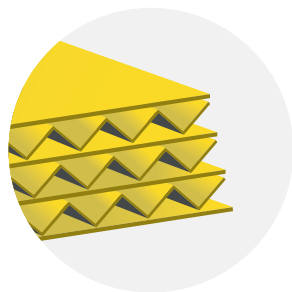
High-quality corrugated cardboard guarantees greater safety and reduces the risk of damage to the product.



Corrugated 3-layer cardboard:  
max load 15 kg



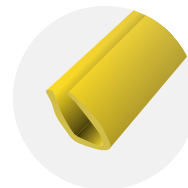
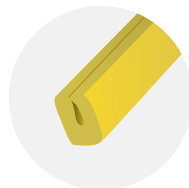
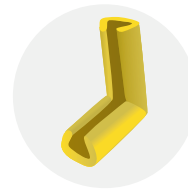
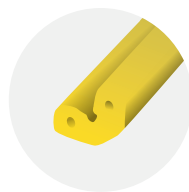
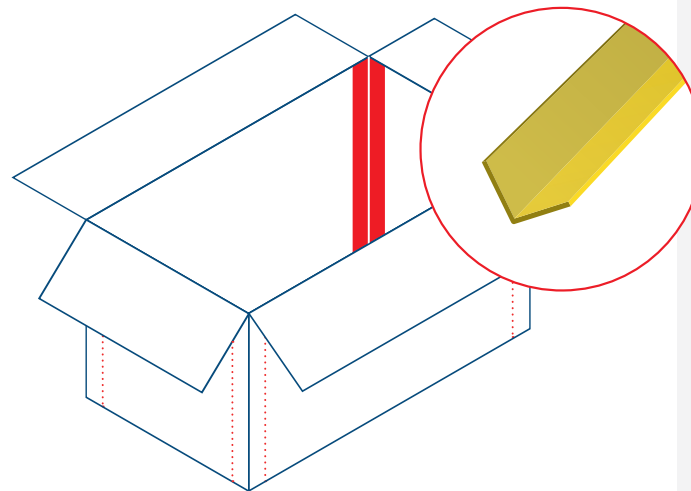
Corrugated 5-layer cardboard:  
max load 30 kg



Corrugated 7-layer cardboard:  
max load 50 kg

## Additional reinforcements

Special reinforcements shaped in the letters „L“, „U“ at the corners and sides of the box.



## EUROPALLET

Size:  
**120 × 80 × 14,4 cm** four-sided pallet, fixed **78 cm** with special nails.

The maximum weight of one colli with shipment is **1200 kg**.

### HALF-PALLET

size:  
**80 × 60 cm**

load capacity:  
**300 kg**

### QUARTER-PALLET

size:  
**60 × 40 cm**

load capacity:  
**up to 100 kg**

## BOX FOR TRANSPORTING CARDBOARDS (container)

5 layers of corrugated cardboard various types, closed with a lid



### Do you know that...

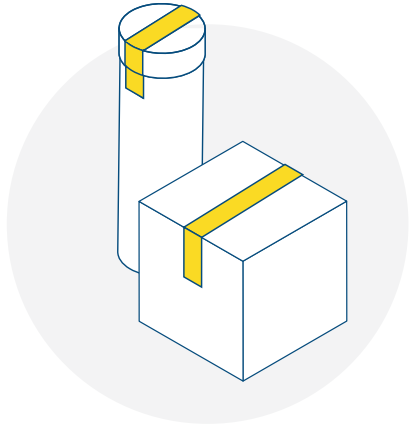
Reinforcements stiffen the cardboard and increase the load capacity by 20%?

# 2 Correctly palletized shipments



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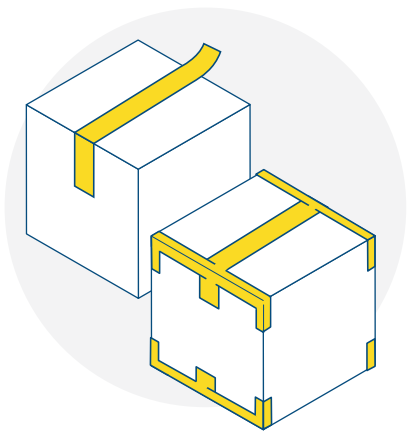
# The correct consignment on a pallet is:



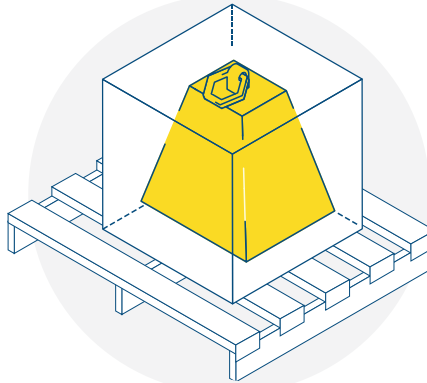
Packed in high-quality packaging.



Correctly used filling and fastening material.



Correctly sealed (H-shaped).

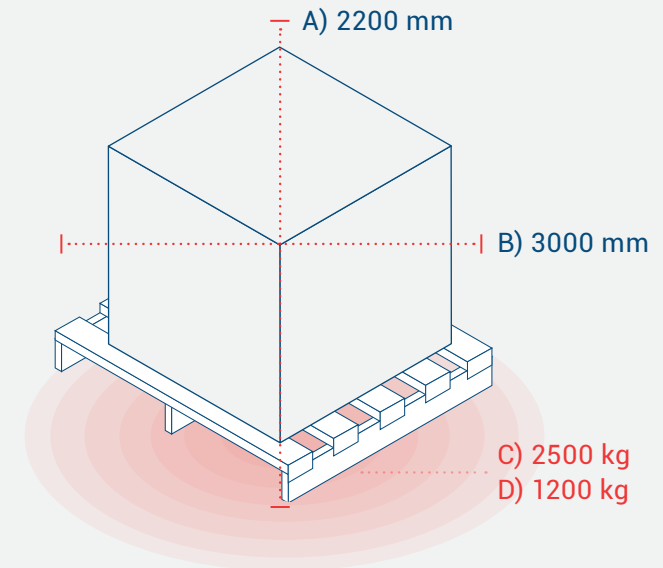


Maximum weight of one colli – 1200 kg.



Always think about the value of the product. It is not worth saving on packaging

Financial or material losses can be much higher.

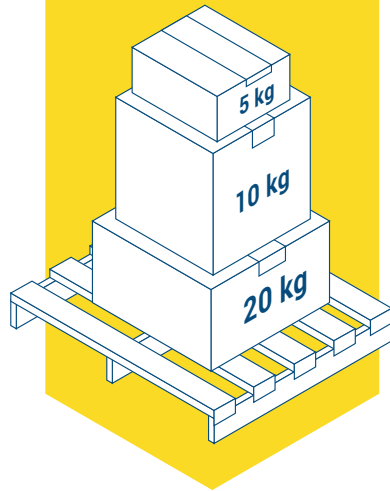


## Size limitations:

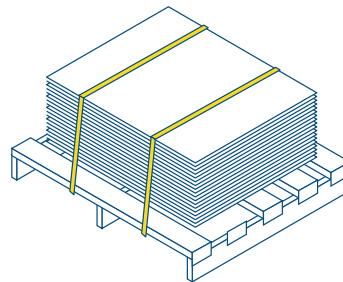
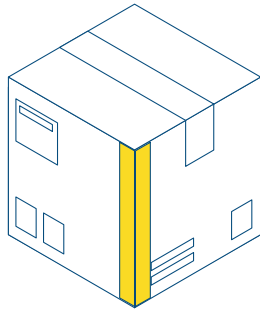
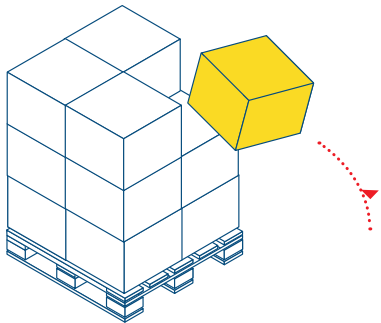
- A) The height cannot exceed 2200 mm.
- B) The length of any side cannot exceed 3000 mm.
- C) Volumetric weight cannot exceed 2500 kg.
- D) The weight one colli cannot exceed 1200 kg.

# Correctly palletized shipments

Place the goods on an undamaged EURO pallet or other suitable colli.

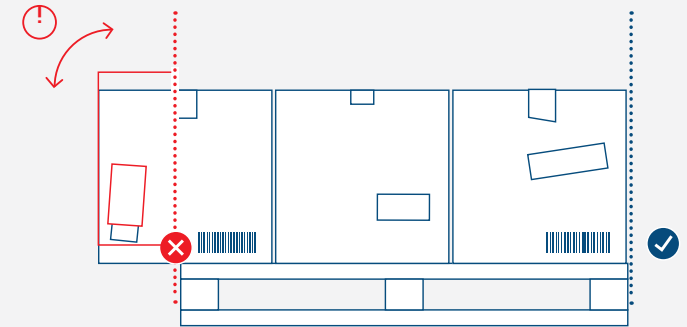


Place heavier items at bottom, and the lighter ones higher.

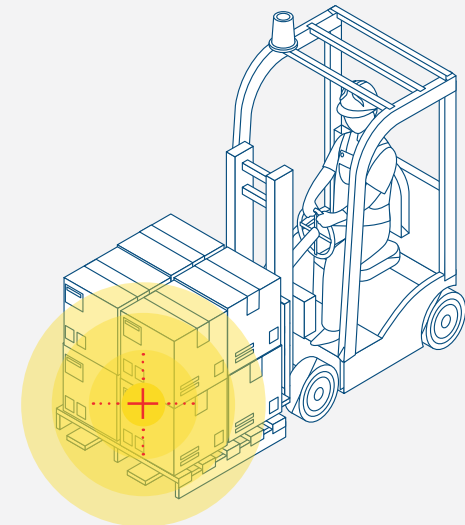


**Secure the corners** of shipments with cardboard or polystyrene reinforcements.  
**Fasten the goods securely to the pallet.** Use binding tapes and stretch wrap, so that there are no loose items that may damage other shipments or put warehouse staff at risk.

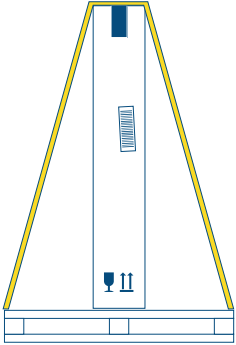
**Shipment should not exceed the pallet it is on.**  
If it does it must be properly secured to prevent any damage to itself or other shipments.



Proper arrangement of shipments is crucial.  
**The center of gravity** should be in the center of the pallet. This will provide stability during transport.



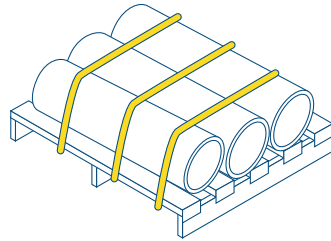
# Correctly palletized shipments



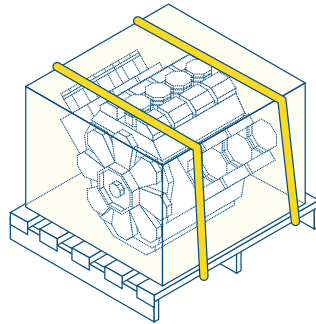
**Tall and narrow shipment** – should be placed on a pallet, which provides stability.

**Barrels** – should be placed on a pallet with at least 2 cm spacing between the strips. Fibreboards should be placed at the top and between the barrel/barrels and the base of the pallet to prevent displacement and damage during transport.

Fasten the barrel to the pallet at least two metal tapes or one made with unbreakable plastic. When transporting several barrels, fasten them to each other and to the pallet with tape.



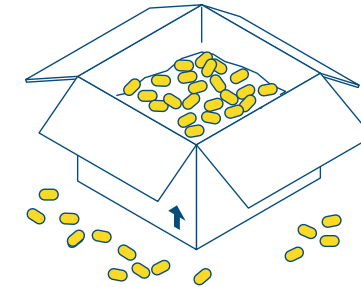
**Rolls** – place them along the shortest edge and secure the ends of the consignment with cardboard or other material. Items can be stacked on a pallet using alternating method. They should be secured with tapes and wrapped in stretch wrap to provide stability. Engines,



**Engines, industrial equipment** – should be placed in a box or securely taped to a pallet. Secure the corners of the package with cardboard and polystyrene covers. Large items with a high concentration mass in the upper part should be placed on a wide base to provide stability during transport. There must be no liquids in the engines! Boilers and other industrial equipment should be screwed to the pallet if it is possible.



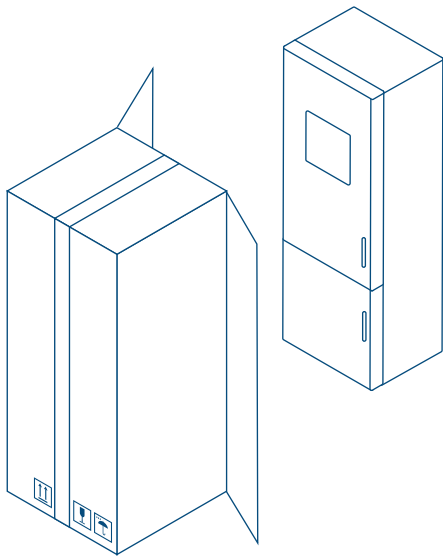
**Fragile products** – should be placed in a wooden box or cardboard, protected with polystyrene or foam profiles and marked with warning labels.



**Glass elements, e.g. panes, panels** – should always be placed in a cardboard or wooden box. Secure them with polystyrene covers and completely wrap them up with bubble wrap so that there are no gaps.

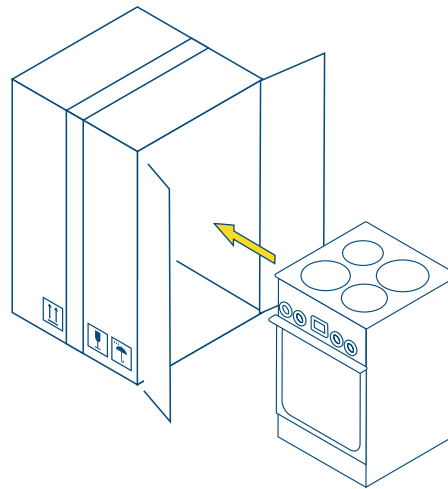


# Correctly palletized shipments



## Electronics, household appliances

are products that require special packaging: Not all producers adapt their packaging to transport conditions and usually not all sides are properly secured, e.g. with polystyrene profiles. The shipment should be secured with polystyrene that matches its shape. This will prevent it from moving during transport.

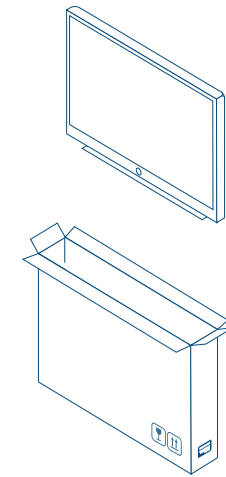


**Empty spaces** – must be filled with filler. Additional reinforcements should be placed on the corners and edges, which are particularly vulnerable to damage. Use strong, multi-layer (five or seven-layer) cardboard that will be adequate to the size and weight of the product.

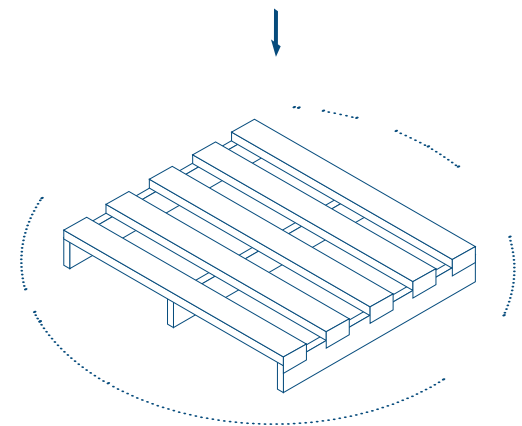
**REMEMBER!**  
Shipments must  
be fastened to the  
pallet and properly  
secured.

## Fragile, glass items –

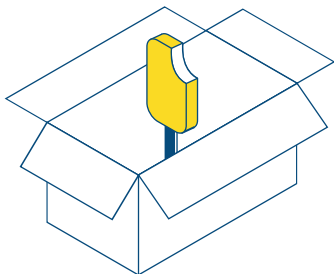
if a shipment includes fragile items, these should be additionally secured with polystyrene and cardboard to minimize the risk of damage. Remember, they cannot exceed the edge of the pallet.



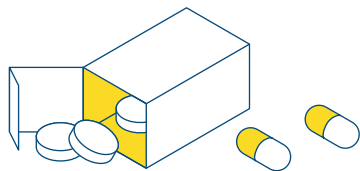
**TV(s)** – fasten the devices to the pallet with unbreakable plastic straps, then wrap them in stretch foil. To allow safe loading, place polystyrene or cardboard inserts on all sides. Remember a TV set on the pallet must not exceed the edge of the pallet. It is safer to ship large TV sets that are over 50" without a pallet.



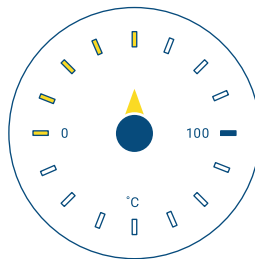
# Excluded shipments\*



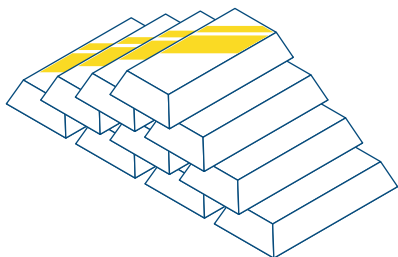
Towary wymagające zachowania specjalnych warunków przewozu, przeładunku lub przechowania, w szczególności w zakresie temperatury, wilgotności lub warunków higienicznych.



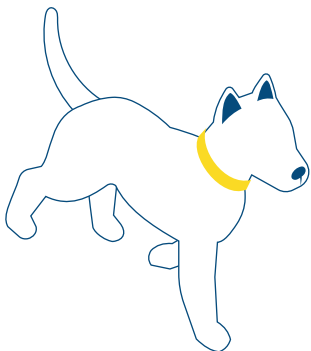
Intoxicants, psychotropic substances or medicine.



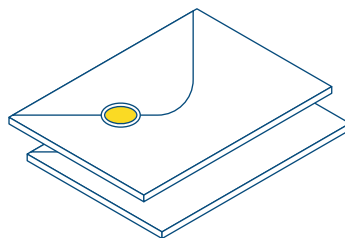
Shipments that require temperature control. A detailed list of excluded items see the Regulations §4(1) for a detailed list.



Shipments of special value, in particular value and cash, jewellery, precious metals, etc.



Live animals and animal remains.



Postal items, documents and written correspondence as defined by the law.

It is forbidden to send shipments containing explosives, weapons, flammable, chemical and other dangerous goods.

Except for shipments containing Dangerous Products of which the transport or storage is organized in accordance with the provisions of the Regulations.



\* These are examples, a detailed list of shipments prohibited for transport can be found in the Terms and Conditions of Geis PL sp. z o.o. Forwarding Services §4(1)

# Filling and fastening materials



Global Logistics

# Filling and fastening materials\*

## Correct packaging

### ARRANGEMENT

Polystyrene parts are placed together in such a way that they do not allow the product to move during transport.

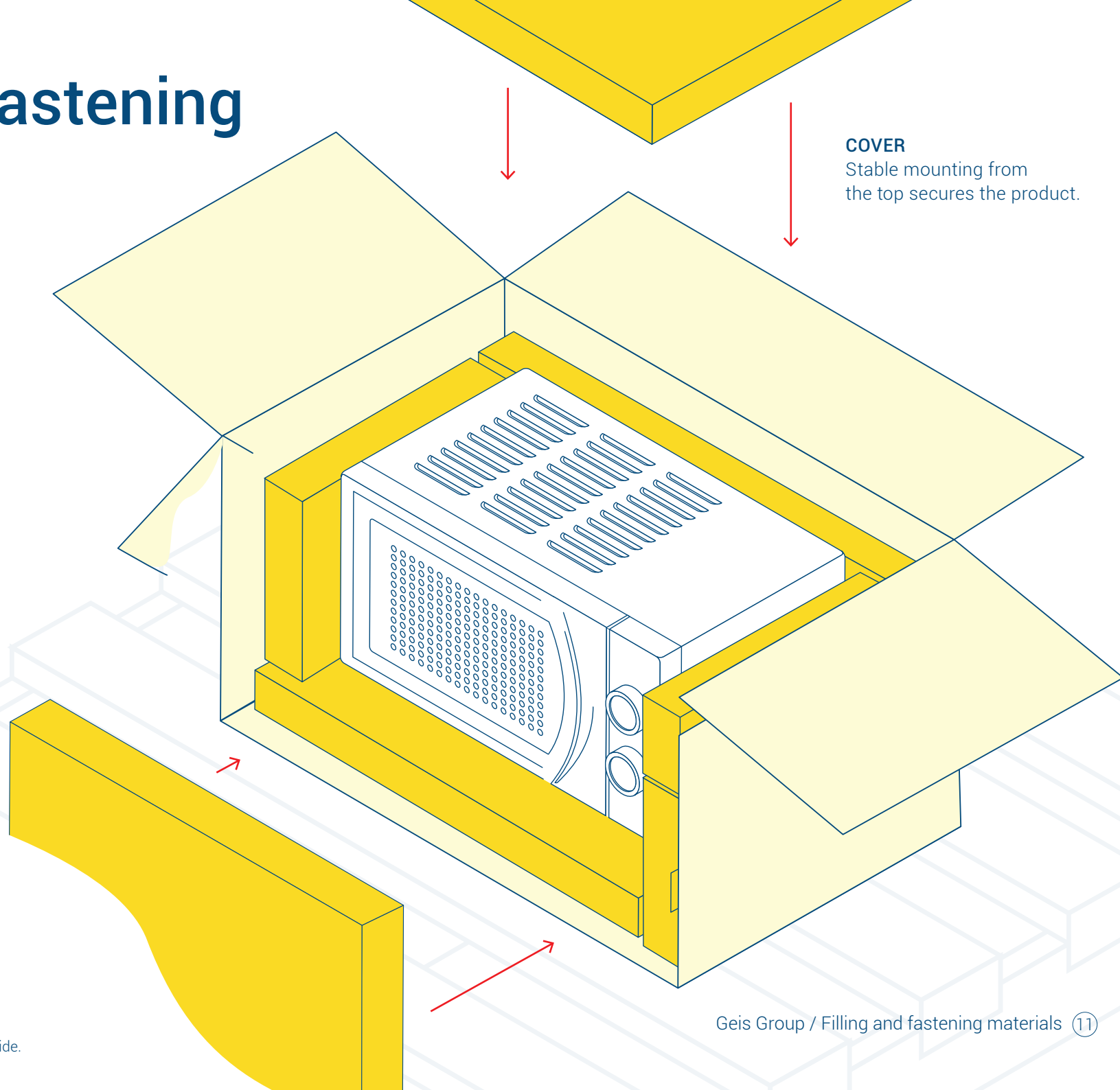
### BOKI, KRAWĘDZIE

Minimize the distance of the product from the edge of the package to prevent the goods from shifting.



### Do you know that...

It is not worth saving on the packaging because financial losses may be later much higher?

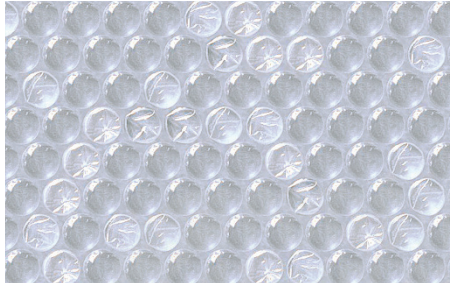


### COVER

Stable mounting from the top secures the product.

\* We recommend polystyrene reinforcements the inside.

# Filling and fastening materials – examples



**BUBBLE WRAP**



**PACKAGE FILLER**



**CARDBOARD SHAVINGS**



**FOAM PROFILES**



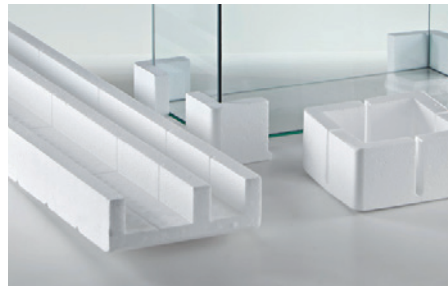
**KRAFT**



**CORRUGATED CARDBOARD**



**AIRBAGS**



**POLYSTYRENE FOAM**

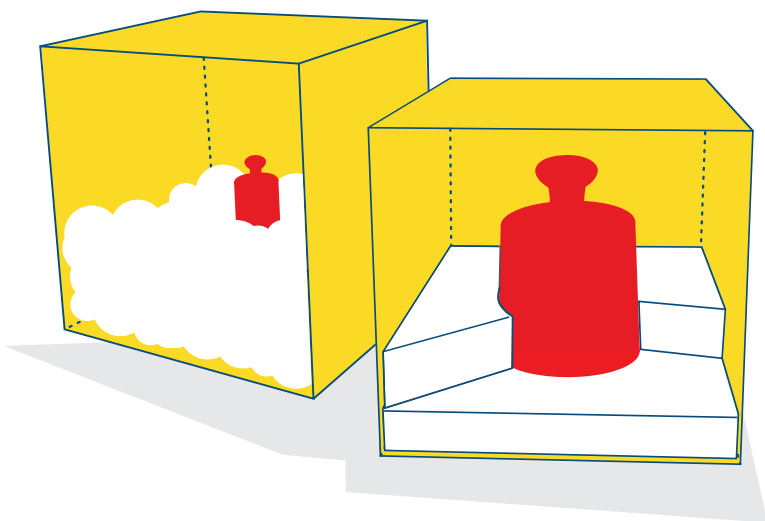


**CARDBOARD INSERTS**

# Filling materials

## WHY WORTH USING FILLING MATERIAL?

- You secure the products in the consignment
- It will prevent deformation or damage
- It will prevent items from moving around



### LEKKIE PRODUKTY:

miękkie i powietrzne  
wypełnienie (profile  
piankowe, flopak)

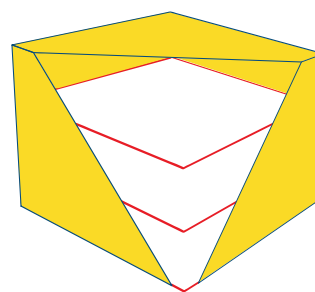
### CIĘŻKIE PRODUKTY:

szttywne i utwardzone  
wypełnienie (materiał  
polistyren)

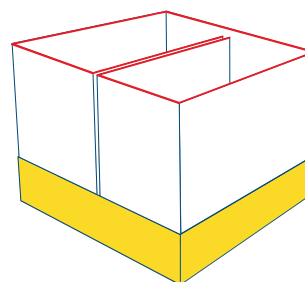
## ODDZIELENIE PRODUKTÓW OD SIEBIE

(kratki, podkładki i opakowania)

Zawsze dwa i więcej produktów powinno  
być oddzielone od siebie, ponieważ bliskość  
towarów grozi ich uszkodzeniem.

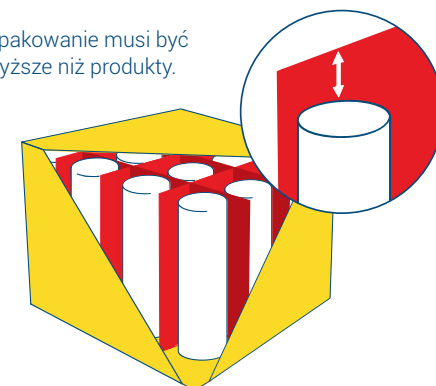


przekładki

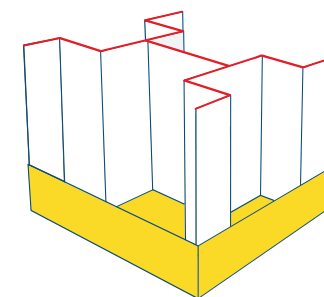







zwijanie

Opakowanie musi być  
wyższe niż produkty.



kratka, siatka



-  Our common goal – a satisfied recipient gets your shipment safely.
-  We have over 70 years of experience in the TSL industry.
-  We are a logistics partner offering the best solutions.
-  We have over 20 branches in Poland.
-  Contact us: **info@geis.pl**

