



PACKAGING INSTRUCTIONS

HR



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Proper packaging protects the goods it contains throughout the whole transport process.

Thank you for entrusting your shipments to HRX. Before your shipment reaches its destination, it will be transported and loaded several times. However, by packing it carefully, you avoid possible damage and ensure the safe delivery of the goods.

1. GENERAL REQUIREMENTS

- The package must be durable and take into account the distance and duration of the shipment.
- A good package is stable, stackable, manageable by fork-lift, and shock and vibration resistant.
- Choose the right size package, preferably square. Too small a package may tear under pressure. Too large a package leaves room for the goods to move around. The contents of the shipment must be completely protected and the filling material must fit between the outer packaging and the contents.
- The contents of the package must not protrude from the package.
- The manufacturer's original packaging is often not suitable for transport.
- Sharp objects must be packed in material strong enough to not break. Blades must be covered with a strong covering material (plastic, wood, etc.).
- Shipments weighing more than 31,50 kg must be placed on and secured to a pallet. This enables the shipment to be handled with a loading tool.
- The shipment must not endanger other shipments or persons coming into contact with it.

1.1 Parcel shipments

- Pack lighter items (up to 31,5 kg) in a cardboard box. The package must be durable so that it can be lifted from the sides without the items falling out. If possible, wrap the box in plastic to prevent moisture damage.
- The contents of the shipment must also be protected by filling material to prevent possible damage due to bumps or compression.
- The contents of the package must not come into contact with the sides of the box and the empty space inside the package must be filled. Suitable filler materials include bubble wrap, air pillows, corrugated cardboard, crumpled paper, cardboard partitions, packaging foam, packing peanuts, wood wool, corner protectors.
- The packaging must be sealed on all sides with strong packing tape.
- Use bubble envelopes for small and lightweight packages.



1.2 Pallet shipments

- Place shipments weighing more than 31,5 kg on a strong (durable) pallet that is in good condition.
- Distribute the weight of the shipment evenly on the pallet by placing heavier parcels on the bottom and lighter parcels on top.
- Secure the shipment to the pallet with straps or multilayer plastic wrap.
- The goods must not protrude beyond the edges of the pallet, as they may be damaged during loading.
- If necessary, use corner protections, cardboard, inserts, etc.
- Please note that the plastic wrap only protects against soiling and possible water damage.
- It must be possible to handle the pallet with a fork-lift from all sides.



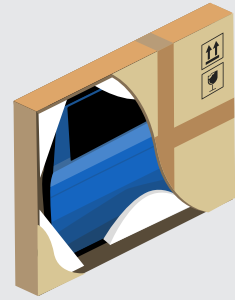
2. REQUIREMENTS FOR PRODUCT-SPECIFIC PACKAGING

2.1 Car spare parts

A BODY PARTS

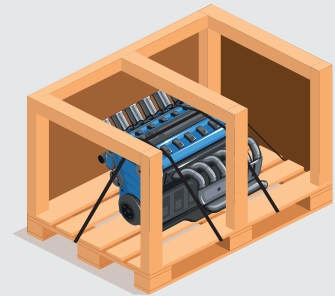
- Place the body parts in a suitable cardboard box. Make sure the goods are completely inside the box. This way, you avoid possible damage during loading and sorting. Add the filler material.

See also parcel shipments (clause 1.1)



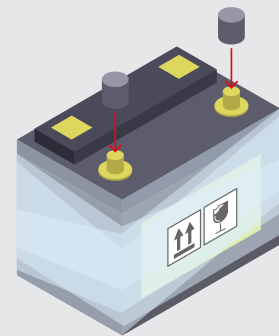
B ENGINES

- Pack engines in a wooden crate or secure them to a pallet.
- Remove engine fluids and fuel.
- If necessary, use a custom pallet of a suitable size. Make sure that the pallet can be handled with a fork-lift.



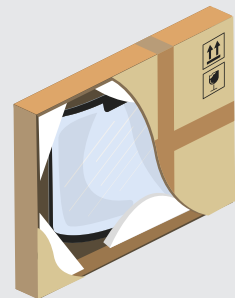
C BATTERIES

- Transportation must take place only in an upright position.
- Pack the battery in plastic wrap with orientation arrow markings on both sides.
- Cover the battery terminals to prevent short circuits.
- If the battery weighs more than 31,5 kg, pack and secure it to a pallet.
- Avoid packaging in cardboard boxes.



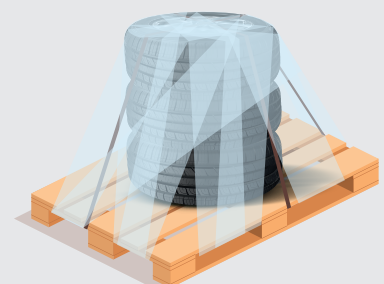
D WINDSCREENS

- Always pack in a box or wooden crate.
- Surround all edges of the glass with a strong protective material.
- Stabilise the glass in a box so that it cannot move and add the filler material.
- Add a special glass marking on each side of the packaging.



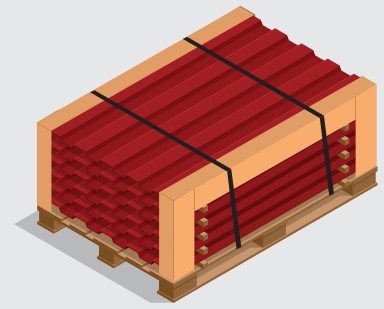
2.2 Tyres

- Wrap individual tyres in stretch wrap or vacuum packaging.
- If there are more than two tyres, secure them on a pallet. Cover with strong plastic wrap.



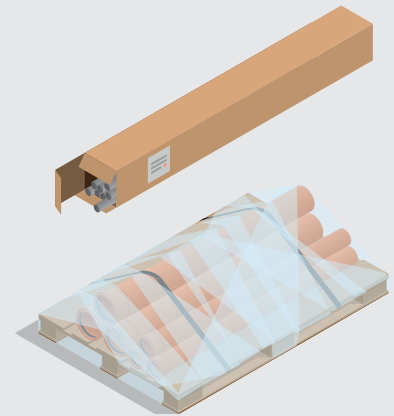
2.3 Sheet metal and details

- Secure firmly on a pallet.
- Make sure that the details do not extend over the edges of the pallet. During loading and transport, protruding parts may be damaged.
- Protect long details that extend over the edges of the pallet additionally with a strong frame.
- Use additional materials such as anti-slip padding, corner protectors, inserts, etc. to protect the goods and prevent slipping.
- Secure to the pallet with belts or straps.
- Cover with plastic wrap to prevent moisture damage.



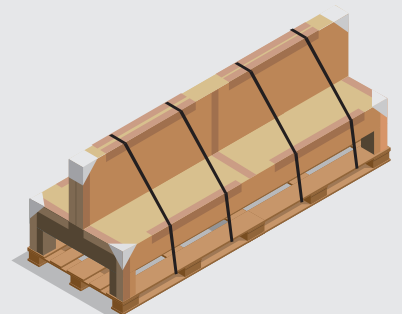
2.4 Long items

- Pack lighter items (curtain rods, blinds, slats, etc.) in a cardboard box.
- Make sure that all sides and ends are covered.
- Cover with plastic wrap.
- Pack items heavier than 31,5 kg on a custom sized pallet that can be handled with a fork-lift.
- Make sure that the goods do not extend over the edges of the pallet. During loading and transport, protruding parts may be damaged.
- Secure to the pallet with belts or straps.
- If necessary, cover the goods with strong packaging material or plastic wrap or surround them with a wooden frame.



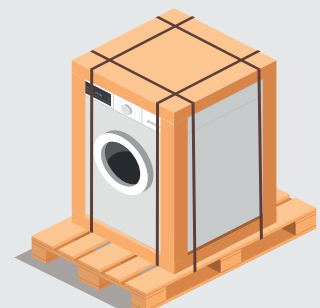
2.5 Custom-sized items

- Pack in a sturdy cardboard box.
- Add the filler material for extra protection.
- Place large and heavier goods than 31,5 kg on a pallet.
- If necessary, use a wooden frame.
- Make sure that the goods do not extend over the edges of the pallet or frame.
- Cover with a strong material.
- If necessary, use corner and edge protections.



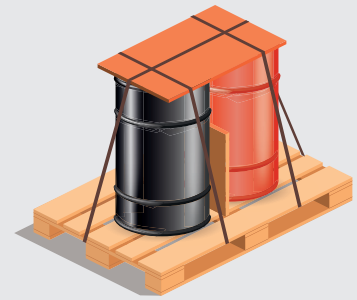
2.6 Household appliances (refrigerators, dishwashers, water heaters, kitchen stoves etc)

- Place goods weighing more than 31,5 kg on a pallet and secure with straps or multilayer plastic wrap.
- The goods must not protrude beyond the edges of the pallet.
- Cover the top and the sides with a strong protective material.



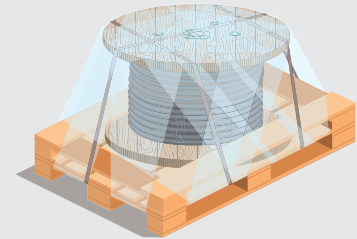
2.7 Oil barrels and similar

- Place them on a sound and sturdy wooden pallet.
- If you are packing more than one barrel onto a pallet, place a fibreboard or similar on top of and between the barrels to prevent the barrels from moving and rubbing together.
- Secure the barrels to the pallet with at least two sturdy metal or plastic straps.



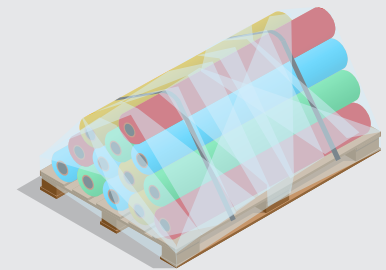
2.8 Cable reels and hot tubs

- Place them on a sound and sturdy pallet of a suitable size.
- If possible, add wooden barriers.
- Secure them to the pallet with sturdy straps.
- If necessary, cover with protective material.



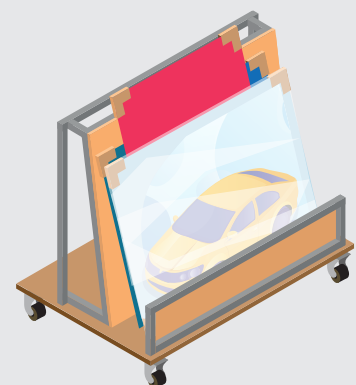
2.9 Textile rolls

- Roll up textiles, fabrics, carpets and fasten them to prevent loosening.
- Wrap individual rolls under 31,5 kg in a strong plastic bag or add several layers of plastic wrap.
- Cover both ends with a strong material.
- Place multiple rolls or rolls heavier than 31,5 kg on a pallet.
- Stack the rolls on top of each other using an alternating stacking pattern.
- Secure firmly to the pallet with straps. When securing, make sure that the goods cannot tip over during handling.
- Cover with plastic wrap to prevent moisture damage.
- Do not tie the rolls together but pack them separately.



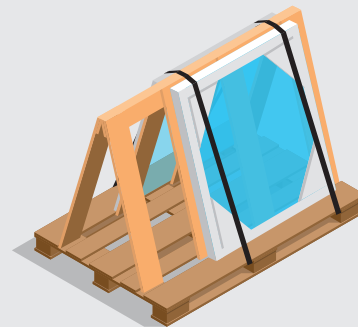
2.10 Promotional materials (banners, panels, boards, etc.)

- Roll up banners, maps and other large posters and, if possible, pack them in a rectangular cardboard box.
- Avoid round packaging, as it may move or roll during transport.
- Wrap panels and boards that cannot be rolled in bubble wrap or packaging foam. Then pack them in a cardboard box or cover with a strong covering material. Add padding to the edges and corners.
- If possible, use a means of transport (luggage trolley etc.) to facilitate handling larger and heavier packages.



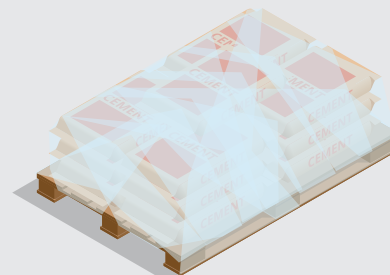
2.11 Glass, illuminated advertisement, stonetops

- Pack upright on an A-frame (glass, door, window, tile transport and storage frame) or on a pallet surrounded by a wooden frame.
- Make sure that the pallet is wide enough to avoid sway when moving the pallet.
- Make sure that the goods do not extend over the edges of the pallet or frame.
- Secure to the pallet with straps.
- Use additional materials, such as anti-slip padding, corner protectors, inserts, to protect the goods and prevent slipping.



2.12 Bulk material in bags

- Pack individual bags in a cardboard box.
- Use a pallet for larger quantities.
- Place corrugated cardboard between the pallet and the goods.
- Cover all sides of the pallet with additional protective material (corrugated cardboard, side plates, etc.).
- Make sure that the goods do not extend over the edges of the pallet. During loading and transport, protruding parts may be damaged.
- Secure to the pallet with a multilayered wrap.
- Depending on the nature of the goods, do not stack them high on the pallet to avoid their tipping over.



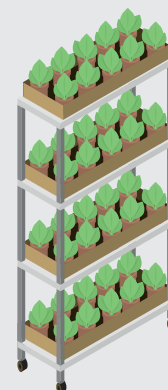
2.13 Paint, aerosol cans, liquids

- Pack in a strong cardboard box in upright position.
- Use additional filler material, for example bubble wrap.
- Make sure lids and caps are leakproof fixed.
- Seal the box with packing tape.
- Add the special markings "handle with care" and "this side up".
- Do not pack canisters and larger buckets in cardboard box.



2.14 Plants, flowers

- Consider the mode and duration of transport for temperature-sensitive shipments.
- Pack on a pallet so that all sides are protected (e.g. add a pallet collar).
- Pack in a container in such a way as to prevent it from falling off a shelf.
- Secure firmly.
- Make sure that the soil moisture level is maintained throughout transport and the packaging does not leak.
- Cover with plastic wrap, if necessary.



In this guide you will find recommendations and minimum packaging requirements to help prevent injury to goods, vehicles and people. HRX reserves the right to refuse to pick up the goods if the shipment is not packed. HRX is not responsible for the safe transport of the shipment and will not compensate for any damage caused if the packaging proves to be insufficient.