

Packing Material Setup Template

Eight shipment types, one fixed material set each. Find your type, grab the material, apply at the packing station.

Shipment type	Box / packaging	Closure / sealing	Quantity guide	Exceptions
Books, catalogues, flat print	Paper mailer	Paper tape	1 mailer per shipment	For folders: use single-wall box instead
Clothing, textiles, soft goods	Poly mailer	PP tape	1 mailer per shipment	For multiple items: go one size up
Electronics, sensitive devices	Double-wall box, bubble wrap	PVC tape, reinforced	2–3 layers bubble wrap by weight	Batteries: check labelling requirements
Glass, ceramics, fragile goods	Double-wall box, air cushions	PVC tape, reinforced	Cushions until item is fully enclosed	Sets: wrap each piece separately
Cosmetics, liquids with protective packaging	Single-wall box, tissue paper	Paper tape	2–3 sheets tissue paper per item	Glass bottles: add bubble wrap layer
Tools, heavy or sharp-edged items	Double-wall box, edge protectors	Duct tape	4 edge protectors per box	Overweight: consider pallet shipping
Multiple small items in one shipment	Single-wall box, dividers, paper cushioning	Paper tape	Paper cushioning until void is fully filled	Mixed goods: heaviest items at the bottom
Return shipment set (outbound and return)	Double-wall box, reusable	Double-sided tape for second closure	1 strip double-sided tape	Damaged box: do not reuse for return