



# Pack to Protect With Streamline: Packaging Guidelines for Safe Delivery

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A practical guide for customers and suppliers

At Streamline, we care about your delivery as much as you do. To help ensure your shipments arrive in perfect condition, this guide sets out the key steps for packaging goods safely, responsibly, and in line with industry best practices.

Whether you're sending a small parcel, fragile item, bulky product, or a fully loaded pallet, correct packaging helps us deliver efficiently, avoid damage, and protect everyone involved in the process. From wrapping and cushioning to palletising freight securely, we've covered the essential tips to help you prepare your items for safe transit. Use this guide to reduce risk, increase delivery success, and keep your goods moving safely through our network.

**Reminder:** *While this guide is designed to help you package your items safely and effectively, Streamline Shipping cannot guarantee the condition of any item in transit. It is the sender's responsibility to ensure goods are securely packaged, properly cushioned, and suitable for transportation. Packaging is the sender's responsibility under [RHA Conditions of Carriage](#). Goods that are susceptible to damage from normal handling or to exposure to dirt, water, scratches or marks, should be placed in a protective outer box.*

## Shipping Checklist

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- Please avoid re-using any boxes unless in good condition
- Use the correct cushioning material for your item
- Use tape made for shipping – avoid masking tape or sellotape
- For parcels, use a rigid box with flaps attached
- Use the diagrams and charts to help pack your parcels
- Make sure the box is rated to handle the weight and type of contents you're sending
- Wrap items individually inside the parcel
- Make sure nothing from previous shipments remains that could confuse couriers
- Attach a clear, complete shipping label
- Highlight lifting/handling instructions
- Stack items with stability in mind



# Streamline Guide: Packing Small Parcels

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To help your goods arrive safely, it's important to choose the right packaging method for the type of item you're sending. Below are two trusted approaches we recommend based on the nature of the shipment.

## Method 1: Single-Box Packing

Best for:

Pre-packages items

Soft but durable goods

Items prone to getting dirty

Small or granular items

How to pack:

1. Pick a strong, clean box that's the right size for your item.
2. Fill any empty space using suitable packaging materials like bubble wrap, loose-fill peanuts, kraft paper, or similar fillers. This helps prevent movement during transit.
3. Seal all seams securely using strong packing tape – especially the top and bottom closures.

## Method 2: Double-Box Packing

Best for:

Fragile or sharp items

Handbags, accessories, and travel goods

Premium or high-value goods

How to pack:

1. Pick a strong, clean box that's the right size for your item.
2. Fill any empty space using suitable packaging materials like bubble wrap, loose-fill peanuts, kraft paper, or similar fillers. This helps prevent movement.
3. Seal all seams securely using strong packing tape – especially the top and bottom closures.

# How to Pack Small Parcels Safely:

If your goods aren't packed properly, they won't travel well – no matter how reliable the carrier. This guide is here to help you get it right from the start, whether you're sending a small product or a compact but fragile item. Following these steps helps prevent damage, delays, and extra costs.

## 1. Pick a Packaging Container That's Fit for Purpose

Choose a new, good-quality box, crate, or packaging solution suitable for your item's weight and shape. Old or reused boxes are often weakened and could collapse – always start with strong materials.

Make sure your box matches the demands of your shipment. Here's a simple guide to help:

Item Weight	Box Size Guide	Recommended Box Strength	Box Wall Type
0–14 kg	Small (under 75 cm)	200 psi burst / 32 ECT	Single wall
14–23 kg	Medium	250 psi burst / 44 ECT	Single wall
23–30 kg	Medium-large	275 psi burst / 55 ECT	Single wall
30–36 kg	Large	350 psi burst	Single wall
36–45 kg	Large	350 psi burst / 61 ECT	Double wall
45–55 kg	XL	400 psi burst / 71 ECT	Double wall
55–63 kg	XL	500 psi burst / 82 ECT	Double wall
63–68 kg	Oversize	600 psi burst	Double wall

**Note:** These figures are a general guide. For fragile, high-value, or unique goods, we strongly recommend pre-testing your packaging to industry standards like ISTA 3A.

**Please note:** 20kgs is a maximum 'small parcel' weight; After which the package must be labelled 'heavy' and you must inform us in advance for approval, so we can ensure we have the correct tools and processes in place to handle the package

## 2. Cushion Everything – Inside and Out

Make sure your item is fully protected on all sides—top, bottom, edges, and corners. We recommend a minimum of 5cm (2 inches) of padding between your item and the box walls.

Use protective materials like:

- Bubble wrap
- Foam panels
- Folded kraft paper
- Rolled cardboard
- Packing blankets
- Keep items separate so they don't knock into each other during transit.

**It is important to ensure ALL negative spaces are filled to prevent injury to our carriers.**

Note for heavy parcels, typically more than 50kgs, they should be secured to a pallet for handling purposes.

## 3. Keep the Shape Strong

Reinforce vulnerable spots like corners or box joints to help the structure hold up under pressure. The tighter your internal packing, the more resistant the box will be to crushing.

## 4. Seal Like You Mean It

Use proper parcel tape, not sellotape, duct tape, or paper tape. Apply tape firmly across all seams, using an 'H' pattern for boxes with standard flaps. For boxes with overlapping flaps, use three full strips across both the top and bottom.

If you're still not sure whether your shipment is packaged properly, we're here to help.

Email: [info@streamlinegroup.co.uk](mailto:info@streamlinegroup.co.uk)

Phone: [01224 211 506](tel:01224211506)

# Streamline Guide: Freight & Pallet Guidance

## When Pallets Are Required

Palletised freight ensures that your goods are kept secure, grouped together, and easy to handle – especially important for large or multi-box shipments. At Streamline, palletised consignments must meet the following standards:

- **Stable & Stackable:** Your pallet should have a flat top and be packed so other freight can be stacked.
- **Forklift Friendly:** Leave clear entry points for forklift access from at least two sides.
- **Fully Secured:** Use shrink wrap, straps, or banding to tightly fix goods to the pallet – this keeps everything in place during handling and transit.
- **No Overhang:** Items must not stick out beyond the edges of the pallet.
- **Clearly Labelled:** Each pallet needs a visible delivery and sender label with accurate contact details.

## Palletised vs Non-Palletised Freight

Palletised Freight (Preferred)	Non-Palletised Freight
Boxes are grouped and secured on one pallet	Items sent as loose individual boxes
Safer and more stable in transit	Higher risk of damage or misplacement
Treated as one item for tracking and loading	Each item handled separately
Easy and fast to move via forklift	Slower to handle and sort

**Tip:** Palletising offers better protection and handling efficiency, especially for fragile, heavy, or bulk shipments. It also simplifies delivery and reduces potential issues at depots or during transfers.

Streamline Shipping handles both palletised and non-palletised freight across the whole of the UK and internationally.

### Pallet Guidelines:

Use quality pallets – wood or plastic is fine, as long as they're rigid and in good condition. Pallet weight (empty) typically ranges between 9–30kg, so factor that into your total consignment weight. Pre-authorisation is required for any pallets exceeding:

- 2.4m in length
- 1.2m in width
- 1.9m in height
- 2,200kg in total weight

### Non-Palletised Freight:

- We also accept individual boxes and containers.
- Minimum weight charges may apply for loose freight.
- All items must still be securely packed, fully sealed, and clearly labelled.

If your shipment consists of multiple pieces or irregular shapes, we may recommend palletising it to ensure a smoother journey.

# Step-by-Step Guide – Palletised Freight at Streamline

## Step 1: Choose the Right Pallet

Use a pallet that's large enough to hold your shipment without any overhang. Four-way entry pallets (liftable from all sides) are preferred—they make handling safer and quicker. Avoid damaged pallets with cracked boards or exposed nails.

## Step 2: Stack Your Goods Safely

Stack boxes squarely and evenly, with the heaviest items on the bottom. Don't build a pyramid – keep the top of your load flat and stable to allow for stacking. Distribute weight evenly across the pallet to avoid tipping or pressure damage. Use cardboard sheets between layers to absorb movement and reduce vibration.

## Step 3: Secure the Load

Wrap the load with a minimum of 60-gauge stretch film – wrap around the base of the pallet and up the stack at least 5 full revolutions. Pull the film tight and ensure it's secured to the base and over the top of the load. Add corner boards and strapping or banding to hold everything in place. For heavier or fragile loads, use crates with nailed corners and angle boards that run from pallet base to the top of the load.

## Step 4: Label Your Shipment Clearly

Attach a label with the full delivery and return address (including postcodes and phone numbers) on each visible side of the pallet, plus one on top.

Make sure labels are easy to read and not covered by wrap. If the wrap prevents label adhesion, attach the labels directly to the load before wrapping and write over the wrap with a marker as backup.

## Preparing for Collection

Once your freight is palletised and ready: Book a collection via our online system or give us a call, confirm access for forklifts or pallet trucks where required, ensure the Bill of Lading (BOL) or delivery paperwork matches your load, including weight, dimensions, and value if declared.

Do:	Don't:
Use pallets that are big enough to prevent overhang	Ship anything that extends beyond the pallet edges
Choose four-way entry pallets with closely spaced boards	Use pallets with broken slats or exposed nails
Wrap tightly with stretch film (5 revolutions minimum)	Exceed the maximum rated capacity of your pallet
Add corner boards, banding, and anti-vibration layers between stacked items.	Stack in a pyramid shape or loosely.
Double-check BOL details match the shipment exactly.	Forget to label all visible sides clearly.
Indicate declared value and liability cover if required.	Ignore packaging requirements for fragile or high-value items.

# Final Considerations:

## Environmental Considerations

At Streamline, we care about protecting what we deliver – and how we deliver it. Packaging choices matter, and we encourage all customers and partners to take small, practical steps that reduce environmental impact. Use recyclable or reusable materials wherever possible. Choose cardboard, kraft paper, or fibreboard instead of plastic sleeves, bubble wrap, or polystyrene. Follow the EU Packaging & Packaging Waste Regulation (PPWR) as a best-practice benchmark for reducing waste and improving recyclability. Sustainable packaging doesn't have to compromise protection—and we're happy to recommend greener options.

## Frequently Asked Questions

### What if I don't have packaging materials?

Let us know. We can recommend suppliers or help you find the right materials to pack your goods securely.

### Can I reuse an old box?

We don't recommend it. Even a slightly damaged box can collapse during transit. Always inspect thoroughly for weak spots, tears, or leftover labels.

### Will I be notified if there's a problem with my shipment?

Yes. If we spot an issue with your packaging or booking, a member of our team will get in touch to help resolve it quickly.

### What if I ship regularly?

We offer tailored support for regular or high-volume shippers. Get in touch to discuss supply options, streamlined collection processes, and ongoing advice.

## Contact & Support

If you need help with a shipment, have a packaging query, or just want reassurance – reach out.

**Email:** [logistics@streamlineshipping.co.uk](mailto:logistics@streamlineshipping.co.uk)

**Phone:** 01463 123456