

**YOUR
PACKAGING
GUIDE**

UPARCEL© v2021

PACKING.

UParcél

- a. general**
- b. perishables**

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a. General

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some tips on how to prep your items for their flight

so you'll always be ahead of the pack 😊

01 Prohibited Items

Delivery is currently **not available** for the following sensitive or regulated items.

For protecting the integrity of your items, as well as the safety of our drivers, please take note not to pack them into the packages.

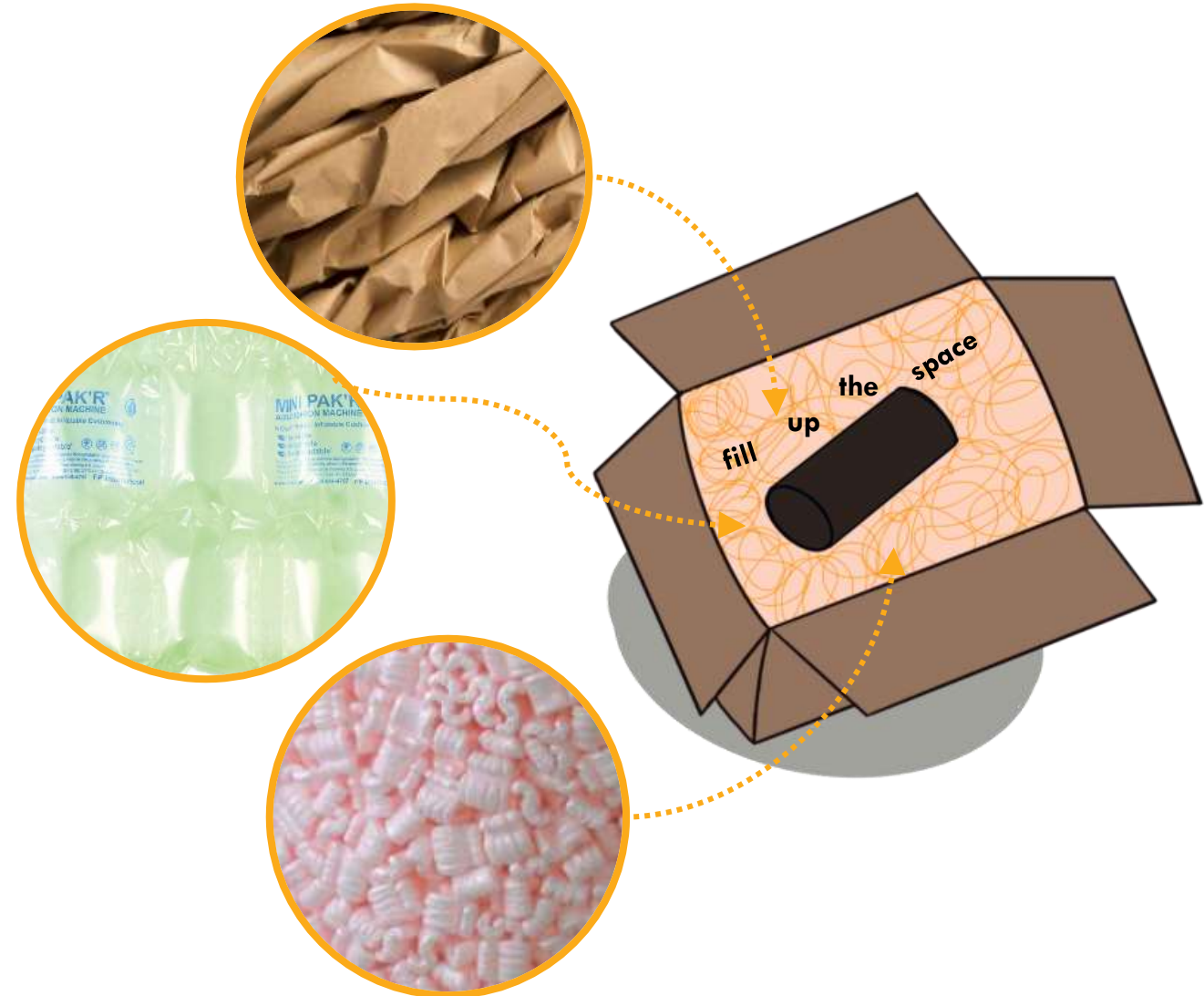
<p>i.</p>  <p>Credit card, ATM card, cash, cheque, jewelry</p>		
<p>ii.</p>  <p>Live animals, or human / animal remains</p>	<p>iii.</p>  <p>Weapons (e.g. arm fire, swords)</p>	<p>iv.</p>  <p>Toxic, poisonous substances</p>
<p>v.</p>  <p>Flammables (e.g. fireworks, gas canisters, paint thinner)</p>	<p>vi.</p>  <p>Copyrighted items (e.g. written scripts, tapes, film rolls)</p>	<p>vii.</p>  <p>Confidential documents that should not be replicated (e.g. passport, original transcripts)</p>

02 Essential Packing Guidelines

Step 1: INTERNAL PACKING

Item should be snugly packed to prevent shifting during delivery.

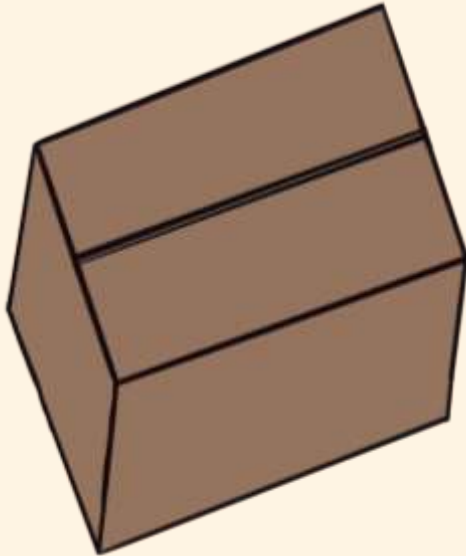
Gaps can be filled up with rolled kraft paper/corrugated boards/foam sheets, air pillows, or packing peanuts etc.



02 Essential Packing Guidelines

Step 2: EXTERNAL PACKAGING

(a)



External packaging should contain and conceal your item 100%.

(b)



Otherwise, please bubble-wrap or shrink-wrap into a compact package.

This is advisable especially for items with delicate exterior (e.g. books, gift boxes). Make sure that the carrier gift bag or gift box is sealed/wrapped to prevent the contents from slipping out.

02 Essential Packing Guidelines

Step 3: SEALING



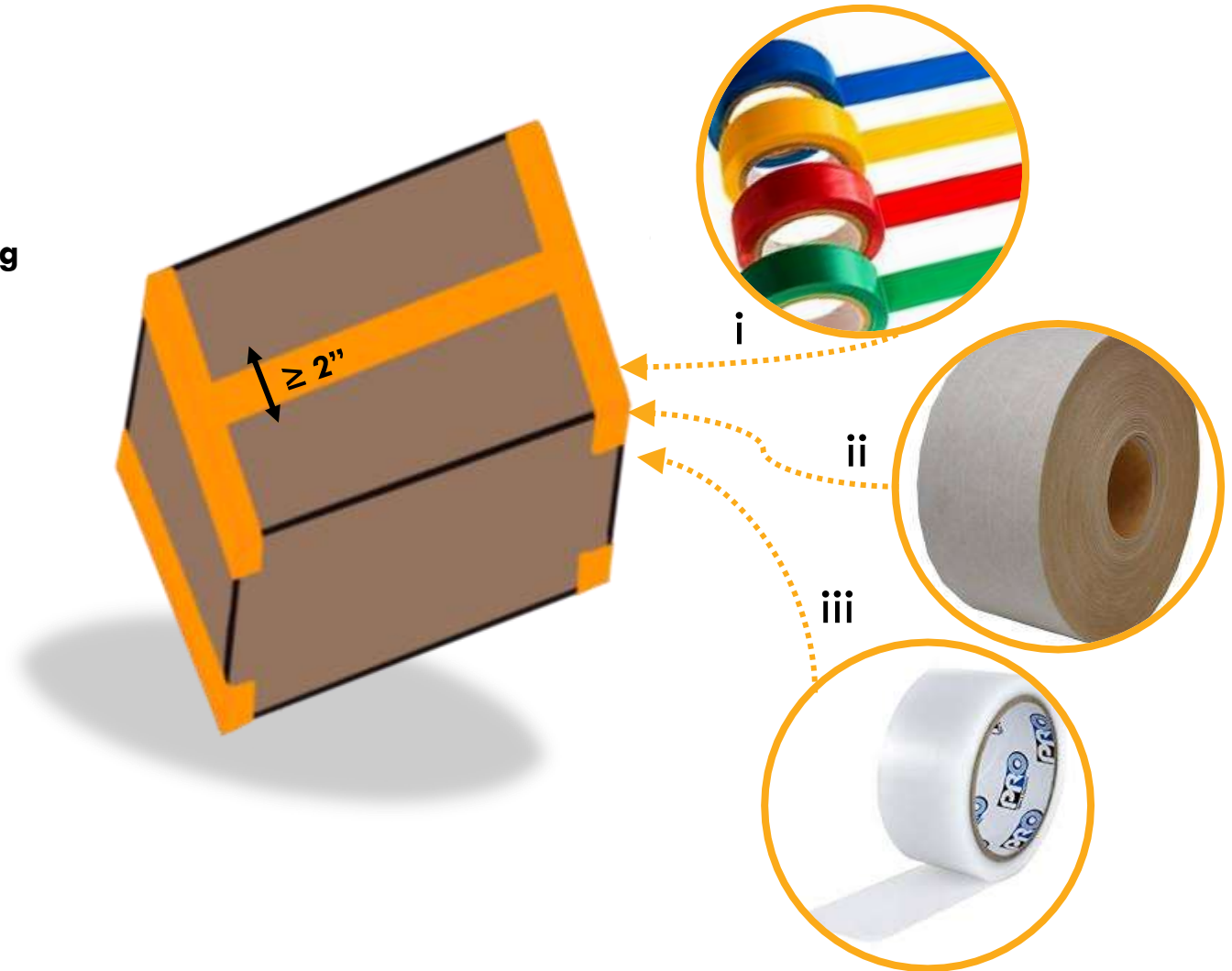
H-tape external packaging

Evenly seal the flaps and seams of both the top and bottom of the box.

Recommended tapes e.g:

- i. pressure sensitive tape,
- ii. water-activated tape,
- iii. water-proof duct tape

Tape should be at least **2 inches wide**.

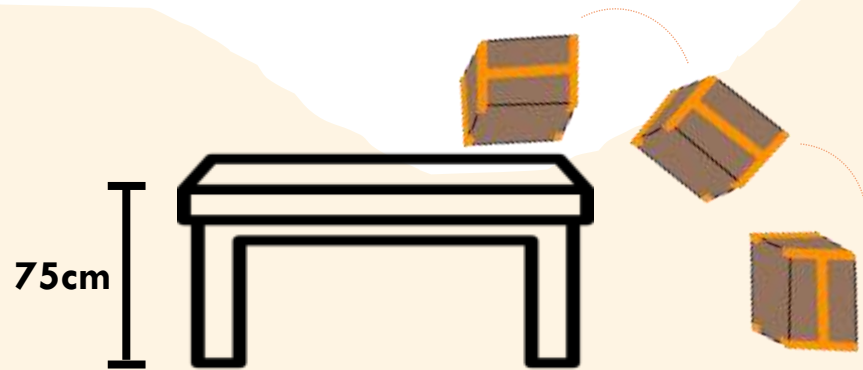


02 Essential Packing Guidelines

Step 4: TUMBLE TEST

Are you confident that:

Your item would still be safe if it tumbled off a 75cm bench?



IF YES, THEN YOUR PACKAGE IS READY!

03 Irregularly Shaped

1. Place in a box that is larger than the item
2. Fill up the space with fillers like:
rolled kraft paper/corrugated boards/foam sheets, air pillows, or packing peanuts etc.



04 Fragile Items

IS MY ITEM FRAGILE?

YES — a. Not likely to withstand a bench-height tumble test
e.g. glass/ceramics, electronics,
bottles of wine/coffee

AND/OR

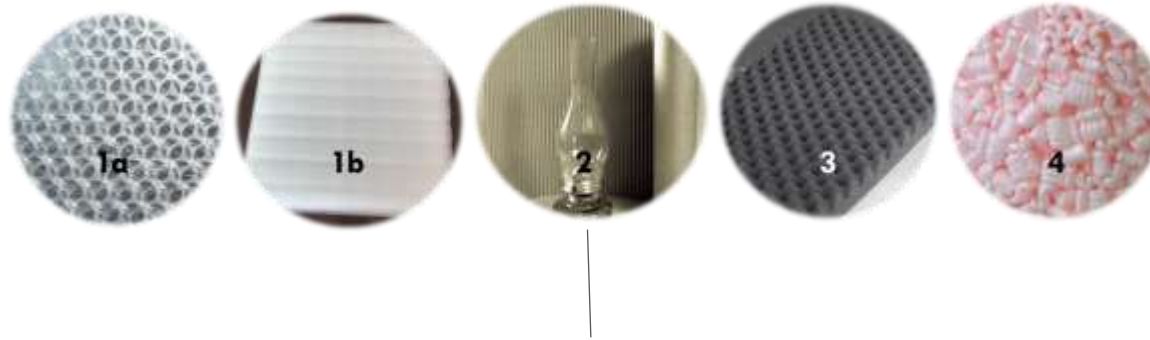
YES — b. Requires extra care to handle
e.g. musical instrument, art pieces

THEN YES

Recommended to label such packages with **“FRAGILE”** stickers



05 Ceramics



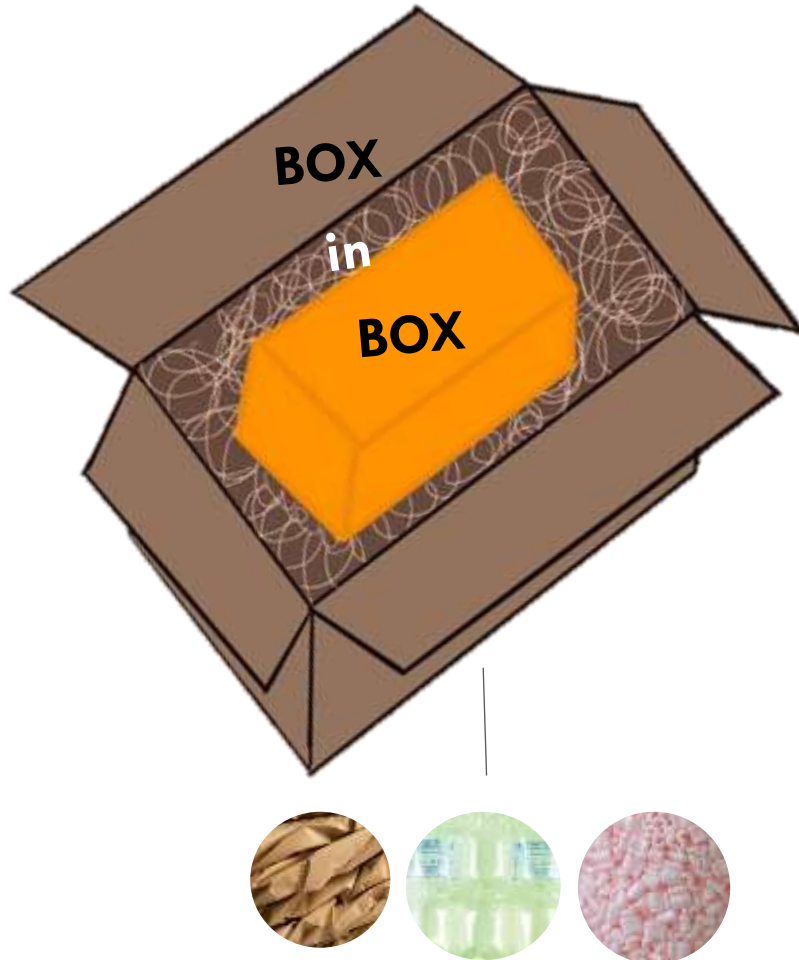
1. Wrap every individual piece of ceramics / glassware fully with protective materials like a) bubble wrap, or b) foam sheets.
2. You could further roll each piece up with a corrugated casing.
3. The inside walls of the external box could be lined with corrugated foam for additional cushion.
4. Items should not be able to shift within the external box. To ensure that, empty spaces could be filled up with packing peanuts.
5. Attach the fragile sticker indicating the right-side up.

06 Bottles & Liquids



1. Make sure all the bottles/jars are tightly capped. To prevent leakage, please also tape up the caps. This is especially for bottles of liquids for beverages, jams and/or shampoo, cosmetics etc.
2. The bottles/jars should preferably be individually wrapped with air pillows, or foam sheets. The top & bottom of the bottles/jars should be fully wrapped too. This is especially for **glass** bottles/jars.
3. The bottles/jars should then be slotted into cardboard dividers that prevent & buffer movement.
4. Ensure that the bottom of the external box is taped up and/or re-enforced for enhanced sturdiness.
5. Attach the fragile sticker indicating the right-side up.

07 Electronics



1. Make sure that the device is switched off. If the item comes in its retail packaging, do note that it is inadequate to protect the electronics for transit.
2. Adopt the BOX-IN-BOX packaging for sufficient protection.
3. Empty spaces in the outer box should be filled up by protective material to prevent and/or cushion movement of the inner item.
4. Attach the fragile sticker indicating the right-side up.

08 Clothing



i



ii



iii



iv



1. Make sure that the clothing articles are neatly folded.
2. Slot them into a:
 - i. hard cardboard envelope,
 - ii. poly-mailer,
 - iii. bubble-padded envelope, or
 - iv. cardboard box
3. Ensure that the packaging can be fully sealed.

b. Perishables

1

chilled & frozen



2

cakes, cookies, & pastries



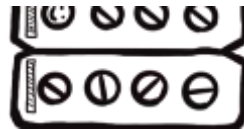
3

cooked food



4

medicine



5

flowers



01

chilled & frozen

1 Primary packaging



Packaging in contact with the food item must be:

- i. Food safe
- ii. Waterproof
- iii. Sealed

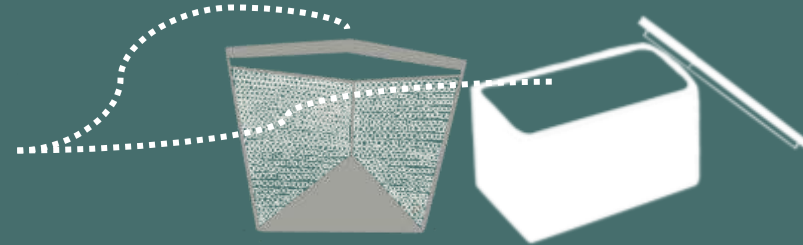
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2 Internal packaging



To include **ice packs** or **ice gels**.

3 External packaging



- Needs to be thermal insulated, e.g. thermal bag, or Styrofoam box.
- Items can last ≥ 6 hours in ambient conditions.



01

chilled & frozen

Your Quick Checklist

1 PRIMARY PACKAGING	
i. Food safe	
ii. Waterproof	
iii. Sealed	
2 INTERNAL PACKAGING	
Ice packs / Ice gels	
3 EXTERNAL PACKAGING	
Thermal bag / Styrofoam box	



02

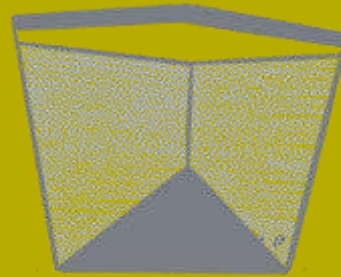
cakes, cookies, pastries

1 Primary packaging



- Packaging in contact with food must be **food safe**.
- Cakes / Pastries should be secured in **holders** to prevent shifting during transportation.
- Cookies should be in containers that are **padded** to remove spaces & prevent rolling.

2 External packaging



- If the pastry is required to remain chilled, please pack into **insulation packaging**.



02

cakes, cookies, pastries

Your Quick Checklist

1 PRIMARY PACKAGING	
i. Food safe	
ii. Secured in holders / no space in containers	
2 EXTERNAL PACKAGING	
If required to be chilled: Insulation bag	



03

cooked food



1 Primary packaging



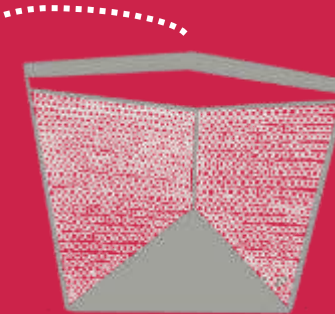
Food must be **closed tightly** and **sealed**.

2 Internal packaging



There should be another layer of **waterproof plastic** to avoid contamination when spilled.

3 External packaging



- **Insulation** packaging required to keep food warm.
- Cooked food needs to be delivered using the **1hr or 3hr express service** options to ensure food safety.

03

cooked food



Your Quick Checklist

1 PRIMARY PACKAGING	
Closed tightly and sealed	
2 INTERNAL PACKAGING	
Separated in waterproof plastic	
3 EXTERNAL PACKAGING	
Insulation bag	
1hr or 3hr express service	

04

medicine

1 Primary packaging



Medicine to be packed in packaging that is:

- i. Waterproof
- ii. Sealed

2 External packaging



External packaging must be:

- i. Waterproof
- ii. Sealed
- iii. Opaque, such that internal contents cannot be identified
- iv. No patient sensitive data (e.g. NRIC, medication)



04

medicine

Your Quick Checklist

1 PRIMARY PACKAGING	
i. Waterproof	
ii. Sealed	
2 EXTERNAL PACKAGING	
i. Waterproof	
ii. Sealed	
iii. Opaque	
iv. No patient sensitive data	



05

Flowers

1 Primary packaging



Ensure that the bouquet or cut flowers are wrapped with a waterproof layer especially if the stems are dipped in water.

2 Internal/External packaging



Flowers should maintain upright to prevent leakage.

Packaging that helps to secure include carton boxes with holders, or carriers that fit the bouquet snugly.



05

Flowers

Your Quick Checklist

1 PRIMARY PACKAGING	
Waterproofing especially for watered stems	
2 INTERNAL/EXTERNAL PACKAGING	
Maintain upright to prevent leakage	



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Or speak to our operators:
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