

PROTECT AND SECURE ANY ITEM YOU SHIP



**We will keep on taking care of it
by delivering it as soon as possible everywhere,
in Italy and abroad.**

GUIDELINES FOR SAFE SHIPMENTS.

For proper shipping we recommend you to follow some simple rules, which will enable us to make the shipping procedures more efficient, quick and safe.

BE CAREFUL:

THE COURIER CAN ACCEPT SHIPMENTS WITH RESERVATION when, in the pick-up phase, these shipments are characterized by no packaging or by insufficient packaging and/or packaging inadequate to the items shipped, and which do not ensure the stability and integrity of the content (such as parcels without containment and blocking packaging material and/or packaging with mobile components). For all details regarding shipping rules and acceptance with reservation, please see the "Transport General Terms and Conditions" on the www.sda.it website.

FOR PROPER SHIPPING.

- > All shipments, regardless of their content, shall be packed properly and carefully.
- > Check weight and size according to the maximum limits envisaged for the service purchased.
- > Make sure you do not undermine weight and size owing to packaging.
- > Close the box carefully with resistant adhesive tape having a minimum 5 cm width. Personalized and anti-tamper adhesive tape is required; under no circumstances neutral adhesive tape shall be used.
- > Fill in the consignment note fully and place it in the appropriate transparent adhesive pocket, by always including the consignee's zip code and telephone number.
- > Avoid staples or strings which can get caught and entangled in the sorting out system and/or prevent the bar code from being read properly

INTERNAL PACKAGE.



- Besides the external container, always use also internal package or filling and blocking packaging material.
- We recommend you to include in the shipment a copy of the filled in bill of lading or a business card, etc., which may prove useful if the external label peels off.
- Place the items at the package centre, making sure they do not touch the sides.
- All items shall be packed separately with 5 cm filling material and shall be packed 5 cm away from the box sides.

THE MOST COMMON FILLING AND BLOCKING PACKAGING MATERIALS.

- > PLURIBALL SHEETS
- > PAPER
- > FOAM POLYSTYRENE
- > SHAPED-PACKAGING

Please remember that in the Kipoint shops the packaging service is available, as well as boxes and envelopes of various sizes, filling and blocking packaging material (polystyrene chips, bubble bags, etc.). Items can also be packed with different kinds of paper, ribbons and labels, greetings cards. See the www.kipoint.it website to find the shop nearest to you.

EXTERNAL PACKAGE.



- The package shall cover the whole shipment surface with specific attention paid to corners/edges. In fact, besides having a protective function, it covers the items which shall not be “visible”.
- Choose the package size according to its content so as to keep it intact.
- Prefer corrugated/rigid paperboard cartons or wooden boxes, possibly water-repellent ones.
- Avoid using packages which have already been used.
- Pack again items already packed, such as gifts.
- In case of many parcels, each of them shall be numbered and include the consignor’s and consignee’s name and address, as well as a copy of the bill of lading.
- The consignor’s and consignee’s name and address shall be placed also on the external package.

THE MOST COMMON EXTERNAL PACKAGE MATERIALS.

- > WOODEN BOXES
- > CARTONS
- > FOAM POLYSTYRENE PACKAGING

TIPS FOR SPECIFIC TYPES OF SHIPMENTS.

PRINTED MATERIAL/DOCUMENTS AND SMALL PARCELS.

It is better to wrap them with packaging material. We recommend you to place all these items - if their size so allows - into the SDA Zerotre plastic envelope to facilitate the sorting out procedures in the whole SDA network. Envelopes can be requested on the website www.sda.it>request of materials.

FRAGILE SHIPMENTS.

Place fragile items at the package centre; pack them separately with filling and blocking material and place them 5 cm away from the box sides.

LUGGAGE.

It shall be wrapped in transparent film so as to preserve the bill of lading. Where possible, we recommend you to include a copy of the bill of lading inside the luggage.

SHIPMENTS OF FLUIDS OR POWDERS.

Pay specific attention to the containers you use: adequate packages with well-sealed resistant material, packed into rigid boxes with a sufficient amount of filling and blocking packaging material.

HEAVY AND BULKY MATERIALS (>50/60KG).

Parcels shall be placed on pallets, secured firmly and wrapped in cellophane; they shall not be stacked one over the other, nor shall they protrude from the pallet itself.

ROLLED UP ITEMS.

These items, such as carpets, textiles or paper shall be wrapped in pluriball sheets or reinforced plastics, before being placed in rigid tubes or wrapped in paperboard.



www.sda.it

Numero Unico
a pagamento

199-113366*

Gruppo
Posteitaliane

* Costo massimo della telefonata da rete fissa Telecom senza scatto alla risposta: 14,25 centesimi di euro al minuto IVA inclusa, il costo da mobile varia in funzione del gestore utilizzato.

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