

# PACKAGING GUIDE

Instructions to Protect your shipment with good and quality packaging

❖ **Select the suitable materials**

Materials	Item
Box	Fragile items Electronic items Garments
Envelope	Lightweight documents Discs
Flyer	Binded documents, Flat materials, Small electronic parts
Tubes	Ship maps Blueprints and architectural plates Paintings or drawings Posters
Plastic Crate	Medical instruments Musical instruments

❖ **Boxes**

- **CHOOSE QUALITY**

Please make sure your box is solid, dry, and free of punctures or damage. Also, to ensure not to pack in used boxes as it reduces the strength.

- **AVOID EMPTY SPACE**

To prevent contents moving during delivery, it is important to properly fill empty space within the box. Properly filled space avoid the damages during the transit.



- **HEAVY WEIGHT BOXES**

We are accepting boxes weight between 20Kg-30Kg. 'HEAVY' label should be pasted on the boxes above 20Kg.

- **SEAL WITH AN H**

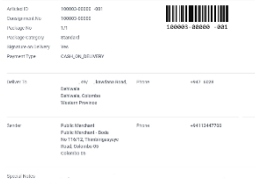
Use proper sealing tape in an H pattern on top and bottom.

Consider strapping heavier boxes. Do not use string or rope to seal a box.



- **LABEL CLEARLY**

Label should be pasted on the top-right corner of the box.



## ❖ Documents

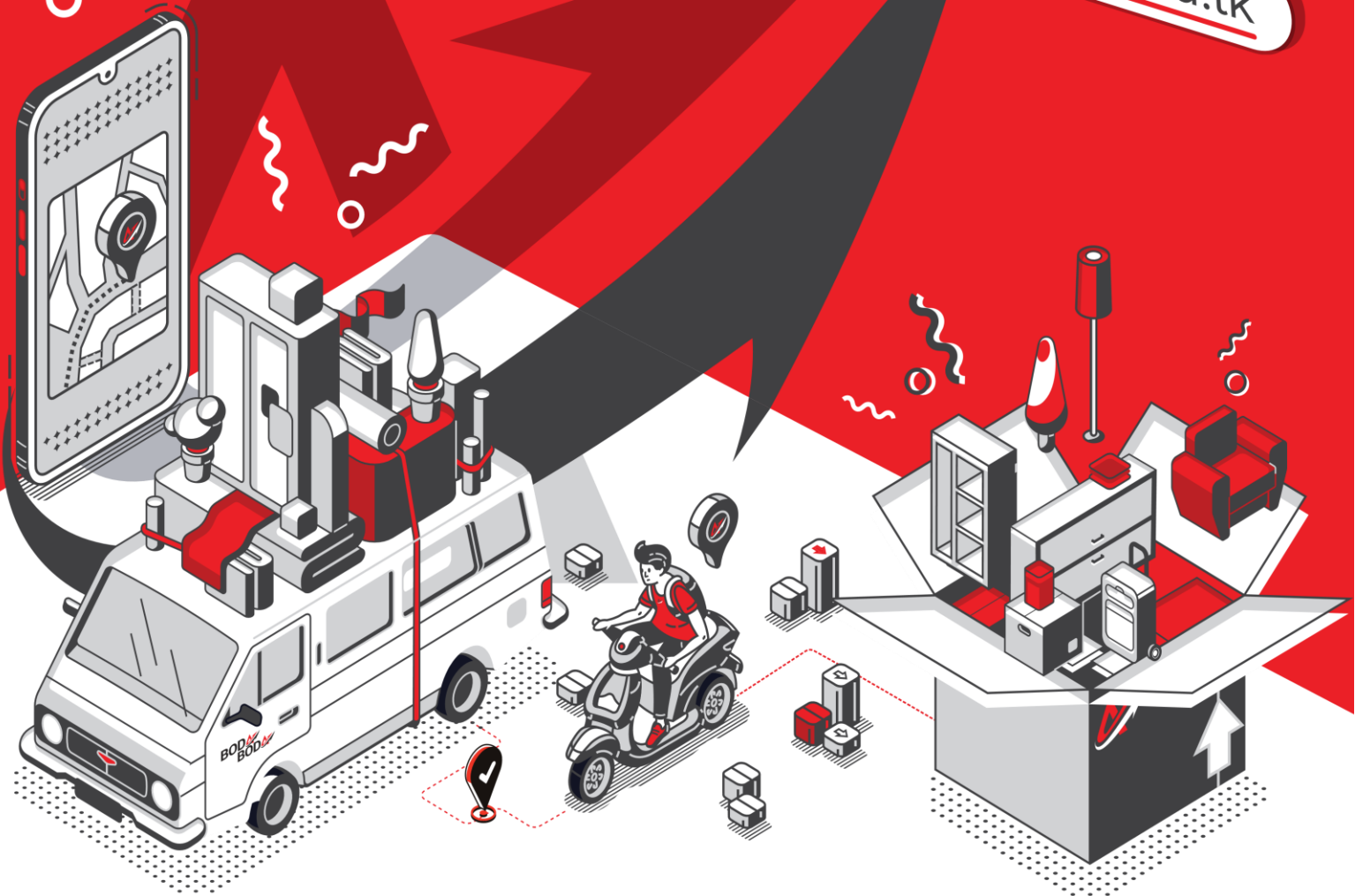
For your need of delivering single documents and multifold documents, below guideline can be used.

Single documents	Multiple documents (less than 2kg)
You can use the BODA Envelope to deliver documents weighing up to 500g.	The BODA Flyer Bag can accommodate documents weighing up to 1kg.
Seal the envelope	Place a solid piece of card inside the BODA Flyer Bag for increased protection and to limit movement during the delivery.
Label should be pasted on the right corner	Label should be pasted on the right corner

## ❖ We are not accepting

Damaged Packages	Unsuitable Packages	Wet Packages

[www.bodaboda.lk](http://www.bodaboda.lk)

The logo features the word 'BOD' in large white letters, followed by a red stylized arrow pointing right. Below it, the word 'BODA' is written in the same style. To the left of the text is a white cardboard box with a red top. Below the box is a red path leading to a location pin with a white checkmark inside. The slogan 'Trusted : Ontime : Delivery' is written in white at the bottom right.

**BOD**   
**BODA** 

Trusted : Ontime : Delivery