SELL TO US

PACKING INSTRUCTIONS

We strongly recommend using only new, unmarked boxes. If you must re-use a box, make sure there is nothing indicating “hazardous materials” or “dangerous contents,” as your package may not be fully insured by UPS. If asked about the contents of your package, you must specify the merchandise is made of non-hazardous materials.

If dropping off at a UPS location, request that UPS scan each box and provide a drop-off receipt for your package(s). Keep the receipt(s) until your purchase order is finalized and paid. This document is important to have for your records, as it is required if a UPS claim is filed.

1. SECURE PRODUCTS & EPO CONFIRMATION IN SMALLER, INNER BOX

It's important to have all your items packaged before arriving at UPS. Use packaging like soft foam, bubble mailer envelope, bubble wrap, or another padding to protect merchandise and prevent from moving while in transit. Tape the outer seams of the cardboard box to keep contents inside.

2. TAPE A COPY 1 OF TRACKING LABEL ON OUTSIDE OF INNER BOX

Using clear tape, secure Copy 1 of the UPS Shipping Label provided to the outside of the box. This is in case the outer box label is damaged or becomes illegible during transit.

3. PLACE SMALLER/INNER BOX INSIDE THE OUTER BOX

Place the inner box into another larger box to be shipped. Ensure that the outer box is a tight fit around the inner box or use padding to prevent movement while in transit. Seal all seams or flaps of outer box with clear/non-descriptive packing tape.

4. TAPE A COPY 2 OF TRACKING LABEL ON OUTSIDE OF OUTER BOX

Using clear tape, secure Copy 2 of the UPS Shipping Label provided to the outside of the box. Do not write anything on the label or box detailing the contents or destination. This is to protect the anonymity of your package in transit.

PLEASE CONTACT (800) 514-6318 FOR FURTHER QUESTIONS.

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