

# Operational Guidelines

## MaxiPak Scan & MaxiPak Sign

Please respect the following rules in order to ensure quick handling and smooth distribution.

### Packaging & labelling

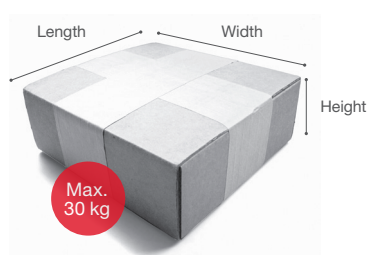
#### Type of items

##### Standard Format\*

Weight : max. 30 kg.

Dimensions :

- maximum length, width and height < 1.5 meters
- total (1x length) + (2x width) + (2x height) < 3 meters



##### Rolls\*

Weight : max. 30 kg.

Dimensions :

- length < 1.5 meters and diameter < 0.4 meters



\* These requirements may vary depending on the country. Note that different specifications were determined for our parcels solutions via alternative networks. Please refer to your account manager for details.

#### Position of the label

- To ensure that it can be easily read and scanned, your label must be affixed on a flat surface without any creases or obstructions (e.g. tape). Please ensure that the barcode label is visible on the upper side of the parcel.
- Barcodes must always be perfectly readable as they contain all essential information regarding the parcel.

### Presenting

- Presenting options : you can drop your deposit yourself or have it collected by our services.
- Make sure the appropriate customs documents are added with the parcels.
- Add a completed yellow/white label to each container.
- There are 3 options to package your deposit:

#### Bag



For bags, delivery is only accepted in yellow bags.  
Maximum weight of bag : 27kg.

#### Bulk box / pallet-size box



A bulk box is a pallet-size box used for assembling multiple parcels.  
Respect a maximum height of 1.8 meters.

#### Pallet



Parcels on pallets will be carefully stacked to ensure stability.  
Respect a maximum height of 1.8 meters (europit: 120 cm x 80 cm) and preferably wrap pallet in film.