

# PACK & WRAP GUIDE for Laptops



Place the laptop on a clean, flat surface. Be certain to include the AC power adapter with the unit that you're wrapping. Please make a concerted effort to include the original AC power adapter with the notebook.



Assemble a shallow box, as much like the one showcased in the picture above. There should be no tears or damage on the box as you start this project.



Lay in one layer of bubble wrap, that extends past the edge of the box on all sides. The goal in all wrapping and packaging projects is to reduce how much movement occurs while the product is in transit.



Carefully place the laptop computer at the center of the box/bubble wrap as shown above. Remember to leave room for the AC power adapter inside the box on one side of the box.





After laying the power supply inside the box, use additional bubble wrap scrap to make the fit inside the box snug. This will help to ensure that the components inside the box will not move during transit. The insides of the box should not move from side to side when you move the box.



Close each of the four flaps on the box. Each of them should be snug, and pushing in on ample amounts of bubble wrap inside the box. **Did you include the AC power adapter inside the box?** If you haven't, please open the flaps, and put the AC power adapter for the laptop inside the package.



After you've included both the laptop, and AC power adapter inside the box and folded down the four flaps, secure the box with shipping tape, at least once across the center. We recommend twice.



Check each side of the box to ensure that the tape is sticking and that there is no damage on the box.