## **PACK & WRAP GUIDE for** *Printer*



Use standard bubble wrap, criss-crossed across the center of the box as shown in the image above. The goal is to minimize movement of the components inside the box to avoid damage.



Center the laser printer above the middle of the box and bubble wrap. Having a box that satisfies your needs, but isn't "too big" or "too small" is vital to shipping laser printers. Is your box the right size?



Carefully slide the laser printer into the box, until it reaches the bottom. Carefully fold in the excess bubble wrap, and place the laser printer's toner cartridge into the box on any of the 4 sides of the box. Layer in the excess bubble wrap to help ensure that nothing in the package is moving. Use additional wads of bubble wrap to ensure that nothing inside the package will be moving while it's in transit.



Fold in each of the four flaps of the box. The fit of all components inside the box should be snug, and nothing should be moving freely. Please add as much extra bubble wrap to ensure that nothing inside the package is moving.



Secure the package with at least two strips of packing tape as shown in the image above. Also ensure that the box has no visible damage.