

VESCO Equipment Packaging Guide

In order to prevent damage to equipment during transit, it is extremely important that it is packaged correctly. The following guide is aimed at helping to minimise the chance of damage whilst traveling from your practice to IMV Head office.

Assess packing Needs

- Choose an appropriate box which is strong, durable and can hold the weight of the item being shipped.
- There should be enough room for the item and a minimum of 10cm of packing between it and the box walls.

Choose appropriate packing materials

- Always use a high quality cardboard box for shipping items. Try to avoid reusing boxes. If they are being reused please ensure the rigidity is adequate for shipment.
- Boxes must be adequately filled with appropriate packing material. Boxes are prone to collapse when underfilled and can burst if overfilled. If either occurs damage to the contents is likely to occur

Type of Material	Cushioning	Filling voids	Protection
Bubble wrap	✓	✓	✓
Foam wrap	✓	✓	✓
Foam pellets	✓	✓	
Air bags		✓	
Crumpled Paper		✓	✓
Shredded Cardboard		✓	✓

Put it all together

- To prevent the item moving within the box, which can cause damage during transit, it is extremely important to fill all space within the box and ensure there are no gaps.
- Please ensure there is at least 10cm of supportive packaging between the item and all sides and corners of the box.
- If sending multiple items please ensure each item is individually wrapped.
- Use brown plastic tape, electrical tape or duct tape to seal the box. Apply a strip along the centre seam, a strip across both edge seams and additional strips as required for heavier items.

Final touches prior to pick up

- Place a label inside the box with your practice address (including postcode), key contact name as well as direct phone and email details and the service call number if applicable.
- Ensure any old courier labels are removed from the box
- Add the following shipment label to the top of the box:

VESCO Unit 11 Short St, Southend-on-Sea, SS2 5BY

- Contact our friendly Customer Care Team on **01702 460310** and confirm parcel is ready for collection.

Contact us now

www.imv-imaging.co.uk info@imv-imaging.com [+44 \(0\) 1506 460023](tel:+44201506460023) [facebook.com/IMVimaging](https://www.facebook.com/IMVimaging) [twitter/IMVimaging](https://twitter.com/IMVimaging)