

A Step-by-Step Guide to Packaging your Laptop or PC

Step 1:

Use soft packaging material such as bubble wrap to package your device.



Step 2:

Wrap the device up, covering all sides including the top and bottom with at least (5cm) of bubble wrap.



Step 3:

Seal the packing to stop it and the laptop from moving.



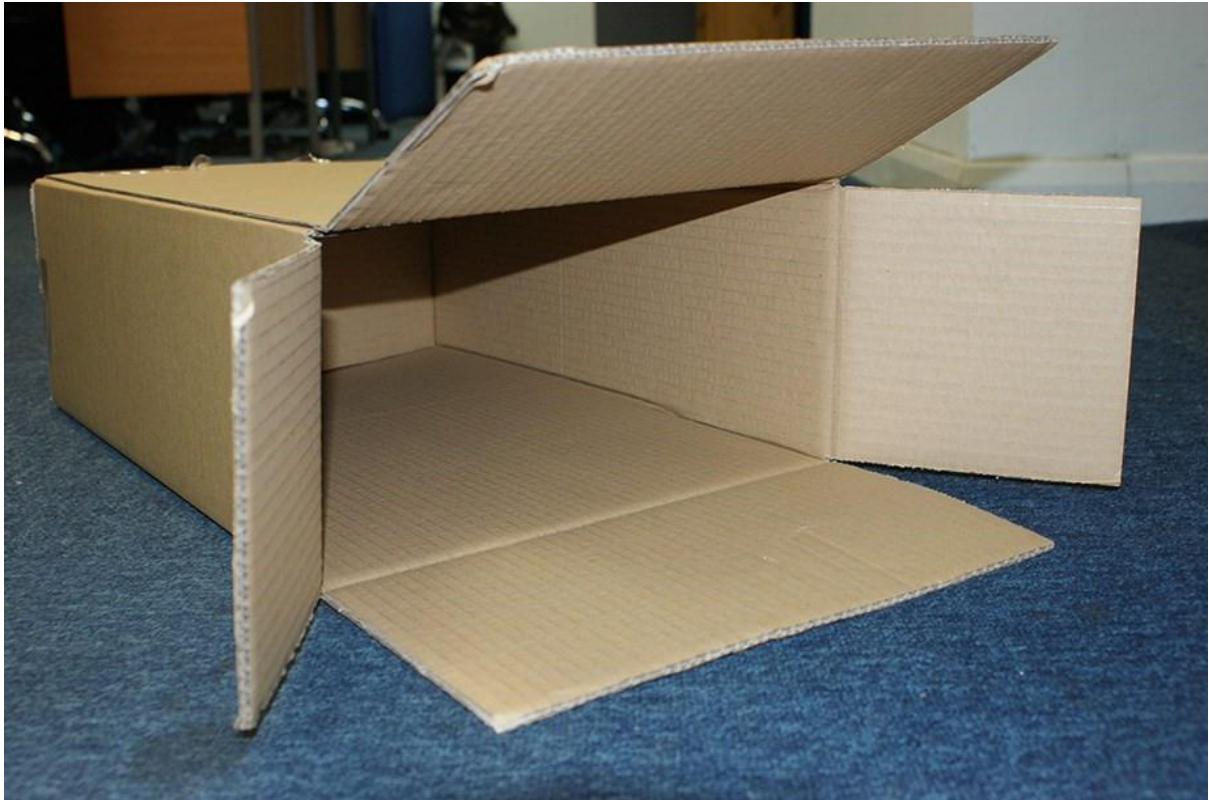
Step 4:

Ensure the accessories are packaged in a similar way to the laptop – with bubble wrap.



Step 5:

Ensure the box is rigid enough to maintain its shape during transit.



Step 6:

Place extra packing material in the bottom, deep enough to protect the laptop from any knocks and bangs, then place the device in the middle of the box. **Pop your accessories inside the box at this stage.**



Step 7:

Make sure that any space around the device and the top is filled with enough bubble wrap to protect it and stop it from moving about inside the box.

**Step 8:**

Make sure that the box is sealed securely on all sides using strong tape so that the laptop cannot escape. Make sure you take any labels off the box and write on the ticket number provided.



Step 9:

Although the courier will provide the shipping label, to help them identify the package please write our address on the box:

BCC IT, Unit B, Station Road, Newcastle Emllyn, Carmarthenshire, SA38 9BY



Step 10:

Please ensure the parcel is left somewhere accessible to the courier, such as in reception.