



Golden
Radio Repair

Packing Checklist

- Did you print and address your shipping label from the Golden Radio Repair Website?
- Did you pack your item securely to avoid damage?
- Check this box if you have included your bench fee of \$45 made payable to Golden Radio Repair
- Check this box if we will be calling you to make payment via debit/credit card or PayPal

Name: _____

Address: _____

Phone#: _____

Problem & Repair Requested:

Please Be sure to include this in your package!
Please Remember to affix your shipping label to your package!



Shipping Guidelines

The Box

- Choose a box with enough room for cushioning material around the contents. If you are reusing a box, cover all previous labels and markings with heavy black marker or adhesive labels.
- Always use a heavy-duty corrugated box when shipping items. Never use gift boxes or shoe boxes that can be easily crushed.
- When reusing boxes, make sure the structural integrity of the box is intact. A box that is floppy or soft is not suitable for shipping.
- Do not wrap packages in paper or bind them with twine – this can cause them to get caught in conveyor belts or to be ripped during handling. In fact, UPS will not accept packages wrapped in paper or bound in twine.
- Enclose the filled out Golden Radio Repair Shipping Checklist. If the outer packaging gets damaged the shipper will still have the return information.
- Use an appropriate size box. A box which is too small does not allow adequate space for cushioning. A box which is too large leaves too much room for an item to shift and may be charged a surcharge.

Cushioning

- Put 3" of cushioning, such as air-cellular cushioning, loose fill peanuts, corrugated fiberboard, foam pads, crumpled paper or molded plastic, on all sides of the container to fill void spaces and prevent movement of goods inside the box during shipping. Close and shake the box to see if you've used enough. If your item shakes or shifts, add more.
- Place goods that might be affected by dirt, water or wet conditions inside a plastic bag.
- Double-box fragile items with 3 inches of cushioning in and around the smaller box.
- Wrap items fragile individually with cushioning material and center them in cartons away from other items and away from the sides, corners, top and bottom of the container.

- Place items that might be damaged by normal handling, such as speakers, in a protective outer container. Taping cardboard over the front of the cone will help greatly in not having the speaker damaged during shipping. Make sure to wrap the speaker in bubble wrap so packing peanuts will not damage the speaker cone.
- Band or shrink wrap materials that can shift around, and then cushion them within a heavy-duty corrugated cardboard carton.

Sealing

- Tape the opening of your box and reinforce all seams with 2" wide tape. Use clear or brown packaging tape, reinforced packing tape or paper tape. Do not use cord, string or twine because they get caught in mail processing equipment.
- Apply at least three strips of pressure-sensitive adhesive plastic tape to both the top and bottom of the box.
- Distribute the tape evenly across flaps and seams, using the H taping method.
- Use pressure-sensitive plastic tape, water-activated paper tape (minimum 60-lb. grade) or water-activated reinforced tape.
- Don't skimp on tape. More is usually better. If in doubt add another strip. It is better to be safe and have your box overly secure than have it open in transit.

Correct Address

- Using a complete and correct address is critical for efficient delivery.
- Supply a physical address rather than a P.O. box address when shipping with anyone other than USPS.
- Remove or cross out any old address labels on the carton.
- Package labels and packing slips should be applied facing the same direction on the same side of the package.
- Avoid carbon-copy or stenciled labels unless you cover them with clear pressure-sensitive tape; they can smear and cause delays in delivery.
- Avoid wrapping labels around the corner or directly on the edge or seam of the package.
- Place the printable shipping label on the package's largest surface.
- Do not place labels over seams or sealing tape.
- Place tape over the shipping address in case the label gets ripped or wet.