



Quick Guide to Labelling Freight

Labels on regular shaped parcels should ALWAYS be on the largest flattest side and not covered by any tape, string, plastic ties or any other form of packaging.



Courier Packs and Mailpacks have the area marked where, ideally, the label should be placed, if the pack contains a bulky item the label must be flat so that the barcode can be read by the scanner.



On irregular shaped items such as tubes or bulky Courier Packs the barcoded label must be placed so that it is in a straight line.



BARCODES MUST NEVER BE ON A CORNER OR CREASE