PREPARING PACKAGES For Mailing

Package Preparation Checklist

The following recommendations can help to ensure that your article will arrive safely.

A. Choose the Container
☐ Adequate size, shape, and strong enough to accommodate item being shipped

Previously used containers
☐ Use a sturdy container.
☐ Remove all old labels and markings.
☐ Ensure flaps are intact.

Note: *USPS-provided Express Mail® and Priority Mail® packaging (with preprinted graphics) must be used only for Express Mail® and Priority Mail® (DMM 601.6.1).*

B. Cushion the Contents
☐ Wrap each item separately.
☐ Pack and cushion each individual item so that the items do no touch each other or the mailing container.
☐ Conduct a shift test by holding the package closed and tilting back and forth vigorously. If contents move, add more cushioning.

C. Seal the Package
☐ Before closing container, enclose a piece of paper listing the following:
  - Contents of container
  - Return address
  - Delivery address
☐ Securely seal the container.

D. Label the Container
☐ Legible and accurate delivery address (use Find a ZIP Code on usps.com or the Automated Postal Center (APC))
☐ Legible and accurate return address
☐ Handling instructions (fragile, perishable)

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