

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.



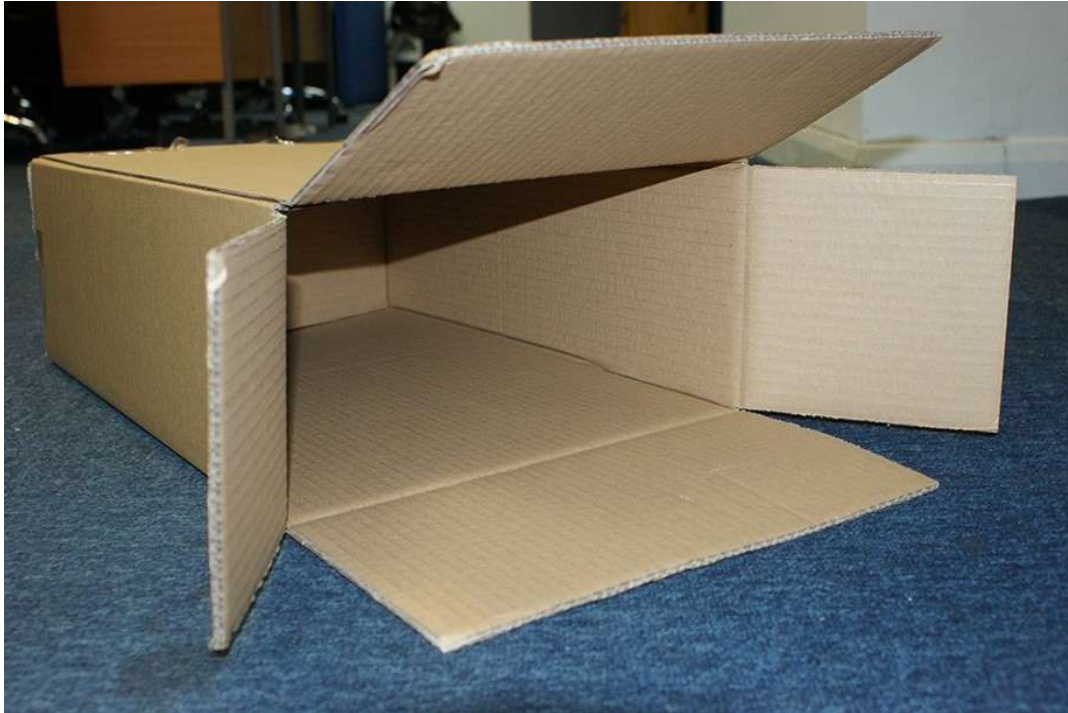
Step 4:

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 device cannot escape.



Step 9:

Please remove any old shipping labels and clearly note the provided **tracking number, ticket number** and our **address** on the box.

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



Step 10:

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