

1

Secure merchandise in smaller box

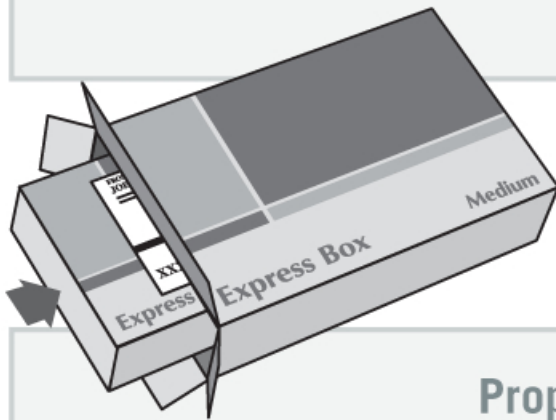
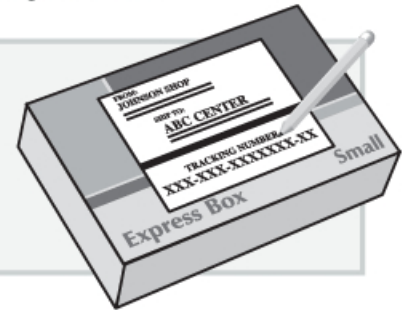
Please pay close attention to current Parcel Pro Terms and Conditions and Parcel Pro Shipping Guide-Rules and Restrictions for updates or changes before shipping

Do use additional packaging material such as padded envelopes, bubble wrap, paper, foam pad, making sure movement of merchandise is restricted. Packages with rattling goods inside make easy identifying targets for thieves.

Mark Tracking information

Mark tracking number, shipper and recipient information outside the smaller box. It's needed in case the shipping information on the outside box gets damaged and becomes illegible during transit.

2



3

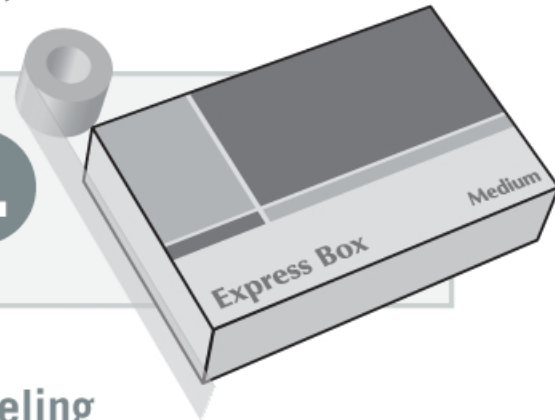
Double box your shipments

Place the small box inside a larger courier box. Again, making sure movement is restricted with additional cushioning. Double box dramatically minimize the chance for thieves to poke and grab your merchandise.

Proper enclosure

Please seal all seams or flaps on outside box with clear or non-descriptive tape in addition to adhesive on flap. A well enclosed package is a deterrent for casual thieves who take chances when obvious opportunity were presented.

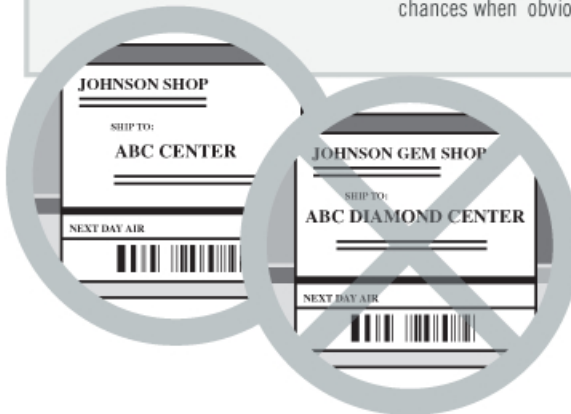
4



5

Proper labeling

Beware of wordings which might express inadvertent reference to valuable goods. Obvious words that directly related to valuables are strictly prohibited. Abbreviate names, i.e. turn Johnson's Gem Shop to Johnson's Shop.



Additional tips & precautions

T

1. Add extra weight to disguise content
2. Organize your shipping area and set consistent procedures
3. Keep accurate records of values and SKUs of all shipments
4. Screen potential dishonest employees
5. Video tape shipping areas whenever possible
6. Act as if all packages are not insured
7. Track your packages diligently, timely reaction upon a lost shipment will most definitely improve chance of recovery
8. Always require adult signature on delivery to residential addresses

P

1. Never put loose items in only a courier envelope or pak when shipping
2. Stay away from residential addresses *see shipping guide-rules & restrictions
3. Never reveal the contents of your shipment, even to the courier
4. Never state a value or reference to valuables anywhere on the box or label (unless required by customs for export)
5. Please follow special instructions when shipping directly to trade shows, hotels, convention centers, apartment complexes, please contact our shipping specialist for details