

SATCHELS AND ENVELOPES

Freight Preparation and Packaging Guidelines

Whether you're sending invoices, statements, settlement papers or small parcels, it's important to ensure your parcel is packed correctly.

Envelopes



- Placing a copy of the receiver's details inside the envelope will help us identify your items if the original label becomes damaged
- Place a piece of cardboard in the envelope with the documents to prevent movement or creasing

Satchels



- Do not use staples to seal the packaging
- Fold excess packaging to avoid items moving in transit and damaging the packaging itself
- Ensure the shipping label is clearly visible

Please note Team Global Express Envelopes and Satchels are not to be used for carriage of the following items:

