

Epoka Packing Instruction



Epoka Packing Instruction

Contents

| | |
|--|----|
| Logistics Instructions | 3 |
| Packing Specification for Truck, Sea and Air: | 4 |
| Packing Specification for Truck, Sea and Air – Non-boxed goods | 7 |
| Packing Specification for <i>large items, Truck</i> :..... | 12 |
| Packing Specification for <i>Large Items, Sea and Air</i> : | 15 |
| | 18 |
| Contact Details | 19 |

Epoka Packing Instruction

Logistics Instructions

a. Supplier is requested to provide following details:

- a. Weight/measurement of goods in packed condition
- b. Packaging description
- c. Photos of goods in packed condition
- d. Pick-up address
- e. Telephone number /contact person at pick-up address
- f. Pick-up reference
- g. Available pick-up date
- h. Please state if tailgate truck is needed for pick-up
- i. Please refer to packing specification on following pages

b. Logistics will deliver shipment details:

- a. Shipping type: sea, air or truck
- b. Shipment date
- c. Delivery address
- d. Transport company

Epoka Packing Instruction

Packing Specification for Truck, Sea and Air:

This specification describes how to pack products for delivery to Epoka's sites and Epoka's customers worldwide.

Packing height:

Air: maximum height 1,60 m (depending on product weight).

1: Pallet



- a. Pallet must be without any damage and clean - preferably new.
- b. Place cardboard protection on pallet.
- c. Pallet must have non-wood declaration.

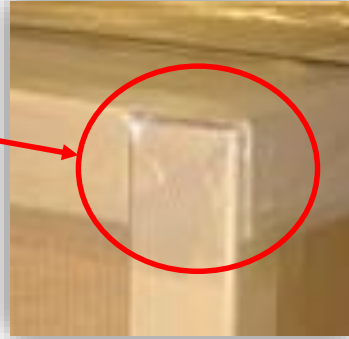
2: Placement of Products



- d. All boxes must be placed inside of pallet edge (See pictures above).
- e. Waybills, labels, markings, etc. must **not** be attached directly to the boxes.

Epoka Packing Instruction

3: Cardboard Side and Protection Corners



- f. Place cardboard/corrugated cardboard on 4 sides and top (see picture above).
- g. Secure corners with protectors (see picture above).

4: Wrapping in Plastic and Straps



- h. Wrap in plastic foil or use plastic bag (see picture above).
- i. Place 2 straps around packing (see picture above).

Epoka Packing Instruction

5. Marking



- j. Wrap in darkened plastic foil.
- k. Place 'Fragile and Do Not Stack' label (see picture above).



- l. Tip N Tell® Warning Labels.

The indicator itself is affixed to the container/ box and registers if it has been tipped or overturned during shipment.

Indicator must be used on tall and heavy containers/ boxes/racks.

Epoka Packing Instruction

Packing Specification for Truck, Sea and Air – Non-boxed goods

1: Pallet



- a. Pallet must be without any damage and clean - preferably new.
- b. Place cardboard protection on pallet.
- c. Pallet must have non-wood declaration.

2: Placement of Products



All items must be placed inside of pallet edge (see picture above).

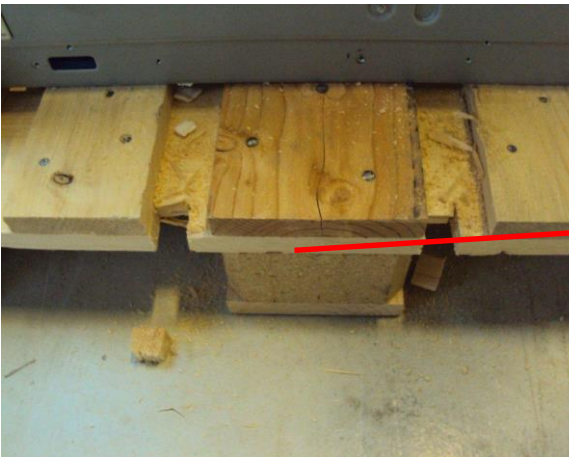
Epoka Packing Instruction

3: Wooden Separators



Spaces between the items must be filled with separators of wood (see picture above).

4. Adjustment of Pallet



Cut out space for straps on each side of pallet.
This is to prevent friction between the straps and the pallet frames (see pictures above).

Epoka Packing Instruction

5. Cardboard Corner Protectors



Place cardboard/corrugated cardboard on and top (see picture above).

6. Straps for Inner Packing



Place 2 straps around packing (see pictures above).

Epoka Packing Instruction

7. Pallet Frames



Place pallet frames on pallet.

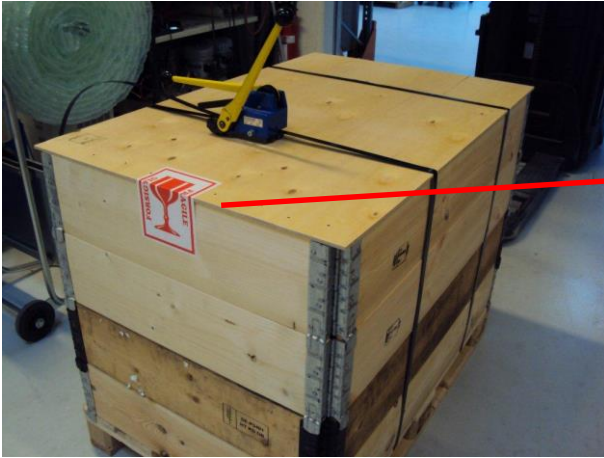
8. Air Cushions - Sides.



Inside of pallet frame must be fitted with air cushions in all sides and top. (see pictures above).

Epoka Packing Instruction

9. Final Packing and Marking



- Put wooden lid on top of pallet frames
- Put 2 straps around packing
- Place "Fragile" Label over edge of lid and onto pallet frame

Epoka Packing Instruction

Packing Specification for *large items, Truck*:

This specification describes how to pack large products for delivery to Epoka's sites and Epoka's customers worldwide.

1: Pallet



- d. Pallet must be without any damage and clean - preferably new.
- e. Place cardboard protection on pallet.
- f. Pallet must have non-wood declaration.

2: Placement of Products



- g. The item must be placed inside of pallet edge (see picture above).
- h. Wheels, rollers or standing feet must be raised from the pallet (see picture above).
- i. Waybills, labels, markings, etc. must **not** be attached directly to the boxes/items.

Epoka Packing Instruction

3: Interior Plastic Wrapping and Straps



- j. Wrap in plastic foil or use plastic bag (see picture above).
- k. Wrap in bubble wrap material.
- l. Place 2 straps around packing (see picture above).

4: Exterior Plastic Wrapping and Marking



- m. Wrap in darkened plastic foil (see picture above).
- n. Place 'Fragile and Do Not Stack' label (see picture above).

Epoka Packing Instruction



- o. Tip N Tell® Warning Labels (see picture above).

The indicator itself is affixed to the container/ box and registers if it has been tipped or overturned during shipment.

Indicator must be used on tall and heavy containers/ boxes/racks.

Epoka Packing Instruction

Packing Specification for *Large Items, Sea and Air*:

This specification describes how to pack large products for delivery to Epoka's sites and Epoka's customers worldwide.

1: Pallet



- a. Pallet must be without any damage and clean - preferably new.
- b. Place cardboard protection on pallet.
- c. Pallet must have non-wood declaration.

2: Cardboard Side and Protection Corners



- d. Place cardboard/corrugated cardboard on 4 sides and top (see picture above).
- e. Secure corners with protectors (see picture above).

Epoka Packing Instruction

3: Placement of Products



- f. The item must be placed inside of pallet edge (See picture above).
- g. Wheels, rollers or standing feet must be raised from the pallet (see picture above).
- h. Waybills, labels, markings, etc. must **not** be attached directly to the boxes.

4: Wrapping in Plastic and Straps



- h. Wrap in plastic foil or use plastic bag (see picture above).
- i. Place 2 straps around packing (see picture above).

Epoka Packing Instruction

5: Packaging with Wooden Sides



- j. Wooden sides must be fastened to the pallet.
- k. Material must have non-wood declaration.

6. Marking



- l. Place 'Fragile and Do Not Stack' label (see picture above).

Epoka Packing Instruction



m. Tip N Tell® Warning Labels (see picture above).

The indicator itself is affixed to the container/ box and registers if it has been tipped or overturned during shipment.

Indicator must be used on tall and heavy containers/ boxes/racks.

Epoka Packing Instruction

Contact Details

Logistics Department:

Phone: +45 9673 0800, Email logistics@epoka.com

Our Address:

Epoka A/S

Lansen 11

DK-9230 Svenstrup

Denmark

Main number: +45 9673 0800

Fax number: +45 9673 0815

Website: www.epoka.com