

Equipment Preparation & Packaging for Shipment Agreement

Equipment to be shipped: _____

Have you included all parts, accessories & manuals: Y / N

If No, list all items missing: _____

Packaging Guidelines Check-off

**** Items must be packed to withstand standard shipper's abuse. (Drops of 3-4 feet)**

- 1) Obtain a box at least 6" larger on all 6 sides than the item to be shipped. Box should be in excellent, undamaged condition
- 2) Remove or cross out any old shipping labels and barcodes
- 3) Wrap all sides of item with at least 4" of Bubble Wrap cushioning
- 4) Protect all sharp edges/corners with styrofoam or 4-6 layers of cardboard fitted to the edge/corner
- 5) Center primary item within packaging
- 6) Package any and all accessories individually to protect from damage and/or loss
- 7) Fill any remaining open space around packaged item and inside wall of box with bubble wrap, peanuts, or foam
- Do not use any paper products for packaging
- 8) Use pressure-sensitive plastic tape at least 2" wide to seal all seams of box
- 9) Dimensions of finished package(s) ready for shipment:

Box 1 Contents: _____	Box 2 Contents: _____	Box 3 Contents: _____
Serial #: _____	Serial #: _____	Serial #: _____
Value \$: _____	Value \$: _____	Value \$: _____
Length: _____ in	Length: _____ in	Length: _____ in
Width: _____ in	Width: _____ in	Width: _____ in
Height: _____ in	Height: _____ in	Height: _____ in
Weight: _____ lbs	Weight: _____ lbs	Weight: _____ lbs

If you are unable to package according to these guidelines, it is the responsibility of the shipper to have the equipment professionally packaged at a Pak 'n Mail, UPS Store or FedEx/Kinkos.

Equipment is ready for pick-up now

Equipment is located at:

Shipper's Name _____

Facility Name _____

Address _____

City/ST/Zip _____

Phone: _____ Fax: _____

Availability of equipment for our carrier to make pick-up:

Days _____ Hours _____

I take responsibility for the above guidelines so that the equipment being shipped will arrive in its original, undamaged condition. If above guidelines are NOT followed and equipment is received damaged, Apexx will not be responsible for repair and/or replacement costs.

Signature _____ Date _____

Print Name: _____

Responsible for shipping costs: Apexx Equipment Customer/Seller