

# Prep to ship a computer: Here's what you'll need:



- ✓ Original manufacturer's packaging (if you still have it and it's reusable)
- ✓ 1–3 sturdy shipping boxes (depends on whether you have original packaging and the number of pieces you're shipping)
- ✓ Box for cables and other accessories (if needed)
- ✓ Packing supplies, such as bubble packaging, packing peanuts, or air pillows
- ✓ Foam corners (ideal for shipping a PC/desktop computer)

- ✓ Packing tape at least 2" wide

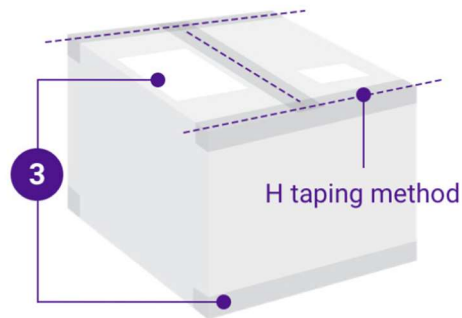
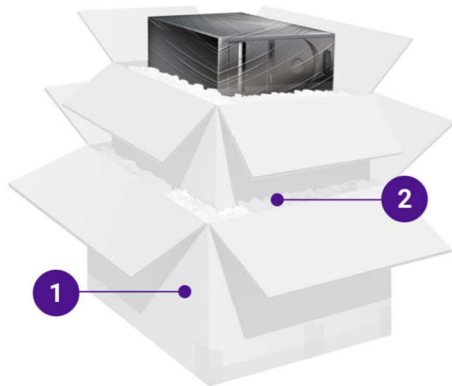
If you're shipping a laptop or tablet, we recommend:

- ✓ Laptop box
- ✓ Tablet box

## Double box to defend against damage

To help protect your computer, you need to give it multiple layers of protection. This includes cushioning (packing materials) and using a sturdy outer box. Use these instructions for double-boxing your items as needed.

### How to double-box



**Choose an outer box that is the appropriate size and strength.**

- Select a sturdy box that is at least 6" larger in length, width, and height than the original manufacturer's packaging or the box you used to pack your item(s).

- Use the H taping method to enclose the bottom of the box.

### **Pack the outer box.**

- Fill the bottom of the outer box with 3" of packing material, such as bubble packaging, air pillows, or peanuts. Don't use crushed paper.
- Place the box you used to pack your items in the center of the outer box, on top of the packing material.
- Fill empty space on all sides with packing material. The inner box should be surrounded with at least 3" of packing material around all six sides.

### **Properly seal and label the box.**

- Use the H taping method and apply at least three strips of packing tape (at least 2" wide) to the top, bottom, and all seams and flaps to close and seal.
- Place your shipping label on the top of the box. Marking your box with "This End Up" doesn't guarantee that it will remain that way while in transit. By placing your label on top, you increase the chances that it will be shipped in the preferred orientation.