

Packaging Guidelines for Core Shipments

Small Box / Parcel Shipments:

- Boxes should be labeled correctly
 - Include your name, address and PO#.
 - If you are having someone ship the boxes for you, make sure they have all of this information to put on the box.
- If a shipment weighs more than 50 pounds, we recommend that it be split into several boxes to avoid damage in transit. Shipper assumes responsibility for any damage incurred during shipment.
- Parts should be wrapped and packed in a manner that prevents damage during shipment. Shipper assumes responsibility for any damage incurred during shipment.
- Boxes should be sturdy and taped well for shipment so that they arrive at our facility in good condition.

When the shipment arrives at our facility:

- If we receive damaged parts, we will require a partial refund to cover the damage. You will be contacted to process the refund.
- Unidentifiable shipments may cause a delay in the check-in procedure, may cause a dispute on your PayPal account for merchandise not received, or may cause a delay in processing your check payment.
- In severe cases where excessive damage has occurred to the box (crushed, torn, holes, etc.), we may reject the shipment. In such a case, the freight company will attempt to return the box to you. Please note that with rejected shipments, there is no guarantee that all of your parts will make it back to you since the box is no longer secure.

Examples of Proper Packaging:



Examples of Improper Packaging:



Crates & Pallets – LTL (Less Than Truckload) Freight:

If you are sending a shipment that needs to be crated and/or shipped on a pallet due to the size / weight, there are two ways to arrange the shipping:

1. You arrange for the shipment to our facility using the carrier of your choice.
2. Diesel Core can arrange for your shipment to be picked up at your location and shipped to us using our established freight network.

The following shipping guidelines will help you get your material ready to ship and make sure it arrives at the Diesel Core receiving docks safely, without damage.

1. **Pick your shipping vessel.** Here are your most common choices:
 - a. On a pallet - Make sure you evaluate your material so it does not “fall through the cracks”. An easy way to keep this from happening is to take a giant piece of cardboard and staple it to the pallet
 - b. In a crate – Make sure it can be picked up with a forklift. If your crate does not have fork lift holes at the bottom, you can always put it on a pallet, and secure it to the pallet.
2. **Pack it, but keep it DENSE.** Heavy parts toward the bottom, lighter ones toward the top. Keep the shipment even. Evenly distribute the weight throughout the pallet / crate. Make sure all parts are secure and will not shift during shipment.
3. **Cover the top of your shipment.** This helps contain your shipment during transport and increases the likelihood that all items will arrive safely.
4. **Strap and wrap your shipment.** If you are using a pallet, make sure that your material is secured to the pallet using straps or banding to help keep the shipment secure during transport. We recommend stretch wrapping the pallet to keep items from being dislodged during shipment.
5. **Label your shipment.** Affix the Freight BOL (Bill of Lading) and a copy of your Purchase Order to your shipment. This will allow our receiving crew to properly identify the shipment and its contents.
6. **Take pictures.** As you are packing your shipment, take pictures for your records. These can be used in case there are any issues during shipment and you need to file a claim later with the shipping company.

Let us know when your shipment has been sent. When your shipment arrives at our facility, our receiving crew will inspect it on the truck for any visible damage and make note of it with the carrier. We reserve the right to reject a shipment if there is excessive damage to the pallet or a concern that items may have been damaged or lost during shipment. Once received, your shipment will be checked in. You will be notified if there are any discrepancies immediately. Payment is based on agreed terms at time of purchase.

Examples of Proper Packaging:



Examples of Improper Packaging:

