



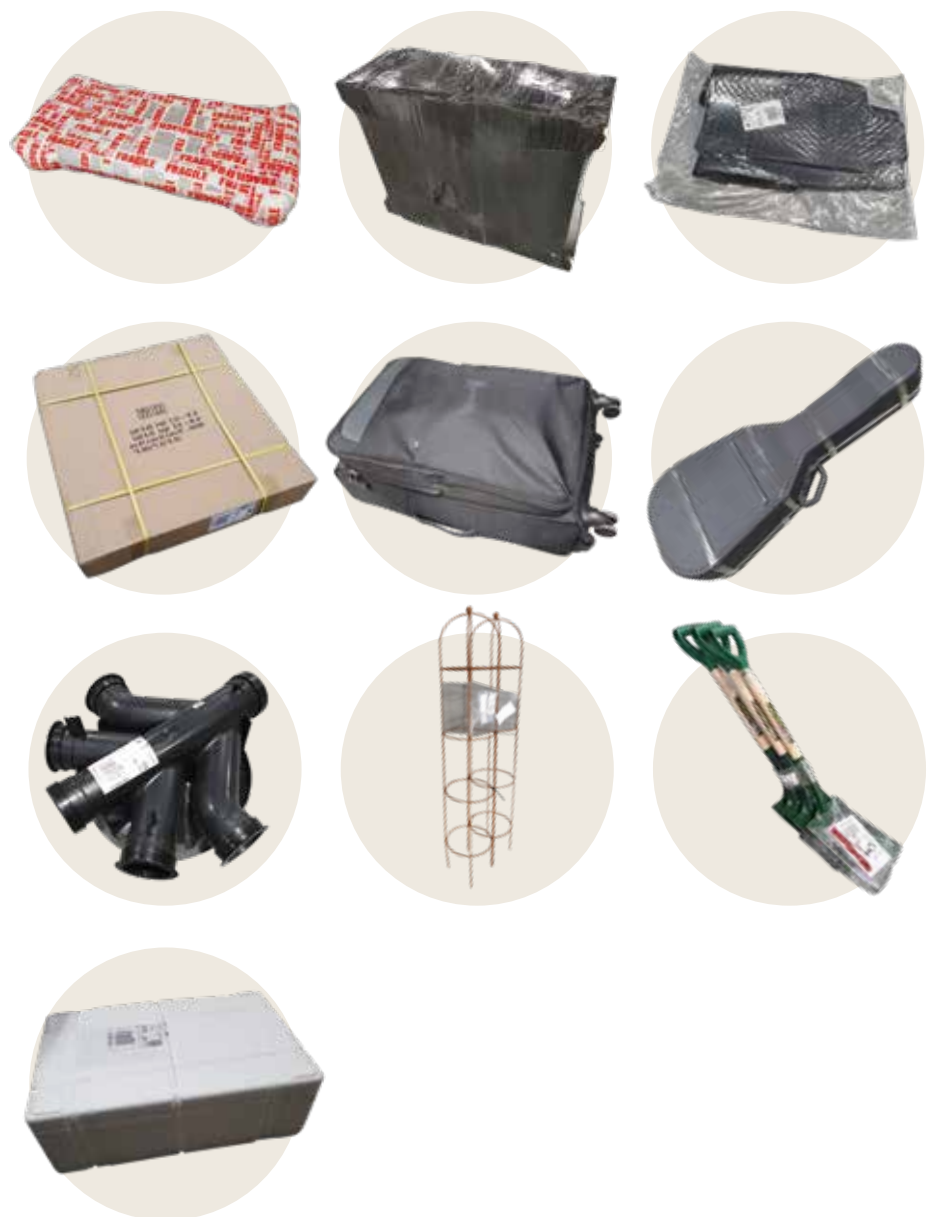
The following guide gives examples of the types of items that are currently handled manually and in some instances steps that you can take to enable them to be processed automatically. This will in turn help you to avoid any manual handling surcharges.

Currently, many types of parcels can be processed automatically, via the automated sort, as long as they are packaged in line with our guidelines. Please see our packaging guidelines at parcelforce.com/packaging.

The categories below demonstrate some examples of these. Typically items will be processed via the automated sort if they are boxed within strong corrugated packaging, with flat sides, no voids and are evenly weighted. Polystyrene boxes need a cardboard sleeve around them.

Packaging and items that are not packaged in line with our guidelines

Packaging that sticks to the sortation equipment, including items wrapped in cling film and bubble wrap and those wrapped with excessive tape or strapping (such as string or plastic wrapping), must be avoided in all situations.



Rolls of wire and fabric can roll off the machinery



Items with an irregular shape



Bags, sacks and buckets



Tyres



All items must be packaged within our packaging guidelines, however some items will always be processed manually and will attract the surcharge.

The categories below demonstrate some examples of these.
Please see our packaging guidelines at parcelforce.com/packaging

Size

All items with a length between 1.1m and 1.5m or with a second largest dimension greater than 0.7m.



Liquids and other items with uneven weight distribution or voids in the boxes

Beers, wines and spirits will usually be processed automatically if they are packaged in line with our guidelines.



Items that are very thin or flat

Parcels are classed as very thin or flat if they are below 3cm thick.

