

# Safe Shipping Guide



## 1. Secure merchandise in a box or rip-proof envelope that will fit into an outer shipping box

Wrap the jewelry and use packing material to restrict movement of merchandise. Packages that rattle are more attractive to thieves.

## 3. Double package your shipments

Place the small box/envelope inside a larger shipping box. Make sure movement is restricted with additional packing material. Double packaging dramatically minimizes theft. The shipping box should be bigger than a pocket! Avoid using shipping envelopes.

## 5. Avoid jewelry terms on the label

Never use jewelry terms such as gold, gems and jewelry on the label or air bill. Abbreviate names, i.e. change Johnson's Gem Shop to Johnson's Shop, and ABC Diamond Center to ABC Center.



## 2. Label the inner box/envelope

Apply a packing label to the inner box or rip-proof envelope, or clearly mark the tracking number, shipper and recipient information on the inner package in case the shipping information on the outer shipping box gets damaged and becomes illegible during transit.

## 4. Seal the box

Seal all seams or flaps on outer shipping box with clear or non-descriptive shipping tape, in addition to adhesive on the flap. A well-sealed package deters casual thieves.

## 6. Require a signature at delivery

### Additional tips and precautions

1. Add extra weight to disguise contents.
2. Organize your shipping area and establish consistent procedures. Video or monitor shipping areas when possible.
3. Keep accurate records of values, SKUs, dates and mailing information for all shipments. Printed shipping labels are better than handwritten ones.
4. Track all shipments. Timely response for a lost shipment will definitely improve the chance of recovery.
5. Treat all shipments as if they are your personal jewelry.
6. Deliver to businesses rather than residential addresses. If sending to a residential address or apartment complex, require an adult signature.

7. Never reveal the contents or value of your shipment, even to the courier. Never list the value on the box, unless required by customs for export.
8. Ship for delivery Monday-Friday. The longer the shipment sits in a distribution center, the higher the likelihood of loss. If sending a shipment for Saturday delivery, confirm that the recipient will be available to accept the package.
9. Use FedEx or UPS if shipping to the 10036 ZIP code; if possible, use an alternate address, for example, a PO box or home address.
10. When shipping merchandise to a trade show or convention center, use armored carrier. When shipping to a hotel, document the staff member you spoke with and track package.

**Please consult your insurance professional for additional instructions.**

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