

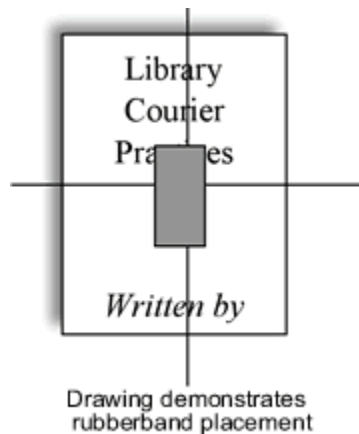
Mid-America Library Alliance

**COKAMO Courier Delivery Package Bundling**

1. Bundling and crating for the courier

Each bundle shall be secured with a sturdy vertical rubber band **and** a horizontal rubber band. We recommend size 64 (3 1/2" x 1/4") or 117B (7" x 1/8"). (see example below)

Routing slip shall be folded in half and stapled around the horizontal rubber band. (see example below)




**Do not bundle more than three items together.**

Large or heavy items shall always be bundled separately. Keep the bundles small enough to be handled easily.

Fragile items (i.e., CD's and cases, small or soft-cover books) should be carefully packed with appropriate cushioning to prevent damage. Mark "Fragile."



Bad Bundles  on the courier. Bad bundles can shift during transit and cause problems for those lifting heavy packages out of the bins.



**Bad Bundle**