

OVERSEAS TRADE Co. Ltd.

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Packaging tips



ADDRESSED SHIPMENTS

The sender has to legibly address each shipment with the sending address and the destination address on the transportation documentation (transportation list and pick-up list), which he got from Overseas Express.

Addresses and names must not be written with a pencil.

Transportation list is stick to longest side of the package / envelope.

SHIPMENT DIMENSIONS

Dimensions of packages (parcels and palettes) shipped by Overseas Express are specified as follows:

| Package | Parcel | Palette | Note |
|--------------------|--------------------------------|-------------------------------|--|
| Minimum mass | 1,0 kg | 1,0 kg | Palette: Minimum mass for calculation is 200 kg |
| Maximum mass | 70,0 kg | 600,0 kg | Overseas does not pick up parcels or palettes of greater mass than specified |
| Minimum dimensions | 15 cm x 15 cm x 1 cm | 120 cm x 80 cm x 185 cm | Package: minimum dimensions are specified to reduce the risk of losing them Palette: fixed dimensions of Euro-palette |
| Maximum dimensions | 200 cm length 360 cm volume | 120 cm x 80 cm x 185 cm | Overseas does not pick up packages of greater dimension than specified |

PACKAGING AND SEALING THE PACKAGES

The sender is obliged to pack the parcel in the way to protect:

- it's contents,
- other packages and
- employees dealing with the package.

Preparing the package implies packing the content of the shipment into a suitable packaging (envelope, card box, suitcase or similar) to prevent damaging or reducing the value of it's content or the content of other packages during transportation.

Package wrapping must be monochrome. The packaging has to be adequate for the content and the shape of the shipment, as well as to size, weight and the value of the shipment, and to conditions and the distance of destination address.

PACKAGE CONTENTS

Depending on their content, the packages have to be packed in the following way:

Glass and other fragile and sensitive objects



Have to be individually packed in a solid box filled with adequate protective material, such as polystyrene, paper or similar, which can prevent damaging of the content.

Such a package has to be labelled with a label "FRAGILE". Glass parts (glass jars, bottles and similar) have to be packed in a way that they cannot move freely within a package, and that glass pieces do not touch between themselves.

Fluids and highly soluble substances



Have to be closed in impermeable containers, which have to be placed in a special solid box filled with adequate protective material, which can absorb the fluid in case of container damage. It is essential to protect the content from flowing out from the package.

Fat and hard soluble substances

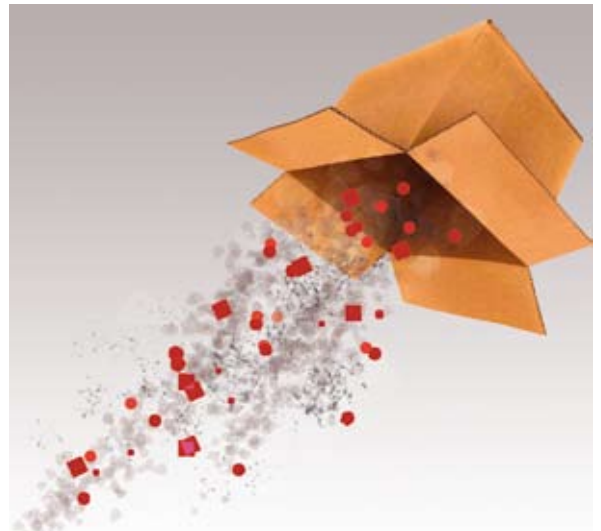


Have to be put in a box, linen bag, plastics or similar (the first packaging), and then in a solid box, which must prevent content from flowing out in case of package or it's contents damage.

To close the packages, you can use glue, glue tape and similar, depending on the type and value of the content of each individual package.

Packages submitted in a closed envelope have to be secured so that its contents or any of its parts cannot be taken out without damaging the package and sealing material (glue, glue tape and similar).

To pack the packages of specified value above 100.000,00 kn, you should use a solid card box, suitcase or similar. To close the package you must use a sealing material such as glue tape with only one print or some other sealing material, which will prevent the content or any of it's parts from being stolen or reduce it's value in any other way. Paying an additional fee can additionally insure valuable packages. Since packages are insured up to the value of 100.000 kn, packages of greater value can be additionally insured at Overseas Trade Co. Ltd., otherwise Overseas Trade Co. Ltd. will pick up the responsibility for physical damage for maximum of 100.000,00 kn per injurious event.



Overseas Trade Co.Ltd. reserves the right to reject picking up a shipment if it is not adequately packed, addressed and marked, or the transportation documentation is missing, incomplete, illegible or damaged.

LABELING PACKAGES AND FILLING THE SHIPPING DOCUMENTATION

LABEL FOR PAYMENT OF SHIPPING SERVICES



Shipping services can be paid by the sender/consignor or by the consignee of the shipment, in cash or by other legal means of payment according to Overseas Trade Co.Ltd. decision.

The sender determines who will pay for the transportation services (consignee or sender) by indicating the payer on the pick-up list. Sender guarantees the authenticity of all data specified on the pick-up list by his signature.

Overseas Trade Co. Ltd. employee guarantees that he has taken over all packages specified on the pick-up list by his signature.

If neither the sender nor the consignee have concluded the Package delivery contract with the Overseas Trade Co Ltd, the sender must bear the costs of shipping services.

LABEL FOR COD (CASH ON DELIVERY) PACKAGES



The sender/consignor, who has concluded the Package delivery contract with Overseas Trade Co. Ltd., can request Overseas Trade Co. Ltd. to collect cash-on-delivery value of the package from the consignee, including cost from his invoice. The cash-on-delivery value of the packages is paid by the consignee of the package, in cash, according to Overseas Trade Co. Ltd. Decision. Cash-on-delivery value and the service of cash-on-delivery have to be clearly and accurately specified on transportation documentation (pick-up list).

The sender has to label such packages with a label "**CASH-ON-DELIVERY**".

The sender, who has not the Package delivery contract with the Overseas Trade Co Ltd, cannot send cash-on-delivery packages.

LABEL FOR TIME DEFINED DELIVERIES



Sender can request from Overseas Trade Co. Ltd. for his shipment to be delivered to the recipient till 08:30 or 10:30 the next working day. Sender must specify his wish to use time defined delivery while filling out the transportation documentation and also label the package with a label "**DELIVERY TILL 8:30**" or "**DELIVERY TILL 10:30**".

Sender can also request from Overseas Trade Co. Ltd. to deliver the shipment on Saturday. The sender must specify his wish of using the service of time defined deliveries in transportation documentation and label the package with a label "**DELIVERY ON SATURDAY**". The sender cannot request from Overseas Trade Co. Ltd to make a time defined delivery at places with specific postal codes, where Overseas Trade Co. Ltd does not offer the service of time defined delivery.

By signing the pick-up list, the sender guarantees, that he is familiar with and agreeing with the schedule and the price of time defined deliveries.



CONTACT

If you have any questions, feel free to call our Customer service on our free phone number **0800 33 66 33** or **01 3454 555**, send a fax to **01 3453 138** or an e-mail to overseas@overseas.hr