

MARKING THE PACKAGE

Clearly label the package as follows:

PRESERVATION DEPT, Invoice # ____
FUTURE PACKAGING & PRES
544 E. EDNA PLACE
COVINA CA 91723

Be sure to put your return address on the label. Put the addresses as you would on a letter: on the top or front side, with the return address in the upper left corner of the package or its mailing label and the receiver's address near the middle.

You should write both addresses in waterproof ink if you're hand-writing them, or you can type, laser print, inkjet print the info on a label. Use letters that can easily be read from 30 inches (arm's length) away. 10 to 14 point type is a good size for computer printed labels.

The standard addressing format that the Post Office equipment reads most easily is all capital letters and no punctuation (see above example).

On the outside of your package, place any special markings like those listed below. They let shipping personnel know the nature of the package's contents. However, don't assume that the markings alone will keep your package from getting damaged.

FRAGILE— packages that contain breakable

DO NOT BEND—or packages that contain photos, artwork, or items that must remain flat. They must also be protected with a stiffener such as cardboard.

The markings should be put in 3 places: above the shipping address, below the postage, and on the back or bottom of your package.

- ✿ TIME CAPSULES
- ✿ PRESERVATION
- ✿ SIGNATURE SCROLLS
- ✿ SAFE STORAGE & ARCHIVAL SUPPLIES
- ✿ PRESERVATION KITS
- ✿ CAST METAL PLAQUES
- ✿ ETCHED METAL PLAQUES

FPP
∞

FUTURE PACKAGING &
PRESERVATION

544 E. Edna Place
Covina, CA 91723

Phone: 626.966.1955

Fax: 626.966.5779

Email: sales@futurepkg.com

SENDING YOUR ITEMS SAFELY TO US

Protecting Your Time Capsule Contents



Tel: 800.786.6627

CHOOSE THE RIGHT CONTAINER

Your shipping container should be the right size and shape to hold your item along with any necessary cushioning materials that protect the item in transit to us.

These can make good containers: fiberboard (corrugated) or wooden boxes, padded envelopes, reinforced bags, certain metal cans or tubes, and fiberboard mailing tubes with end caps.

The container should be strong enough to hold the types of items you are sending. Items can be classified in these basic types of loads: Easy, Average, and Difficult. "Easy" means items are durable, such as stuffed toys and same sized books. "Average" means the items are less durable, and include items such as appliances, musical instruments, and different sized books. "Difficult" loads are most frequently encountered with time capsule items. Difficult loads include fragile items such as ceramics, glass, and electronics; dense objects such as auto parts and



Scrolls, certificates, and different sizes of books and paper items as well as many other kinds of artifacts mean you've got a difficult load!

bricks; small, protruding items such as lapel pins, pens, and buttons; and odd shaped items such as golf clubs, hockey sticks, and fishing gear. Most time capsule packages contain mixed items and are "difficult."

Liquids such as those in wine bottles need leak-proof containers and should be placed inside leak-proof packages. Powders need sift-proof containers.

You may need to over-pack such items to guard against spillage.



For a shipping box, we recommend you use a sturdy corrugated box in good condition, that is well sealed.

USE A GOOD BOX

Fiberboard (corrugated) boxes in good condition such as those used for moving household goods and books are generally strong enough to use in sending your items to us. You might find that your local bookstore has flapped boxes they can donate for free. Look for a box that has on its bottom a boxmakers' certificate that says the Bursting Strength is at least 200 lbs test, with a gross weight limit of 65lbs.

For most time capsule packages, we recommend the actual weight limit be 40 lbs. Maximum length plus girth (all around) should be no more than 108 inches. Contact us if you have a package that exceeds these recommendations.

If you re-use any box, make sure its outside markings don't indicate a hazardous warning. This will delay your shipment. If you can't use a different box, block the markings completely with black marker or a label.

CUSHION THOSE CONTENTS!



Don't just throw the items into a box & send it without cushioning them!

Cushioning material protects your items from shock, vibration, and damage while in transit to us. When you package several different items together, put cushioning around and between each item or bundle. You should use just enough cushioning material to keep the contents stable within its box or container. Heavy items should be securely braced.

Many things make suitable cushioning materials and you might have some readily available. You can use shredded or crumpled paper, foam padding, "bubble" wrap, styrofoam blocks, shipping "peanuts" or fiberboard inserts.

Always use shipping tape, not plain household tape, for securing packages together. Tape all openings. Reinforce the flaps with filament tape or straps if the load is heavy.

SEAL YOUR PACKAGE

Before sealing the box, you can check for too much inside shifting. Hold your package closed and tilt it back and forth fairly vigorously. If you feel or hear movement inside, you probably need more cushioning. Be sure to put a card or letter inside the package that lists the contents, your name and address, and our name and address. This helps deliver the package to one of us should there be a problem with the outer labels. If you have special instructions for us, place them with this information. If your container is in good condition, you shouldn't wrap it in paper.



Secure the box all around with sturdy tape.

HAZARDOUS ITEMS

It is illegal to send through the US Mail any article, composition, or material that can kill or injure a person, obstruct mail service, or damage property. Harmful matter includes, but is not limited to:

- ◆ Poisons and matter containing poison
 - ◆ Snakes, spiders, poisonous animals, poisonous insects, and poisonous reptiles
 - ◆ All disease germs or scabs
 - ◆ All explosives, flammable material, dangerous machines, and mechanical, chemical, or other devices or compositions that can catch fire or explode.
 - ◆ Hazardous materials
- There are also legal restrictions on who may mail these items and how they must be packed:
- ◆ Firearms, knives, and sharp instruments
 - ◆ Drugs, narcotics, other controlled substances
 - ◆ Locksmith devices and vehicle master keys
 - ◆ Agriculture products



Certain potentially harmful or dangerous articles and substances may be mailed if special packaging and labeling requirements are met. See your local representative for details. You can send us your item via any trackable means, USPS, UPS, FedEx and DHL are examples.