Guidelines on Packaging and Labelling

10 ☑ & ☒ Dos Dont's

1. Use sticky labels.

A sticky label sheet comes in A4 size with four pre-cut self-adhesive labels. You can print 4 labels on one sheet which can be peeled and pasted on the packages.

2. Do not use the wrong label size.

The size of a label should be 4x6 inches.

3. Paste labels on the largest, flat surface.
Do not paste labels over corners or edges.

Shipping labels should not be folded and should be pasted on the largest, flat surface of the package.

4. The QR code should be clear and visible.

Do not use plastic tapes to stick the labels.

Use good quality sticky paper to print the labels and make sure that QR code is free of wrinkles.

5. Use good quality sticky paper.

Do not use labels that are faded, damaged, torn or which peels off easily.

6. Do not use packaging with POD Jackets.

Packages having any kind of packets or plastic pouches should not be used.

7. Do not package inadequately.

The items must be fully covered in the packaging (envelope/box/polybag) with a minimum of 6 inches x 8 inches base dimension. Do print the shipping details on the label as per the standard Easy Ship labelling guidelines.

8. Polybags used for packaging should be thicker than 50 microns.

If polybags are used for packaging, ensure that the poly bags are complaint under applicable law. The plastic should be recyclable (logo for recycling on the polybag), thicker than 50 microns, and contain information about the manufacturer (name, address, license no.), thickness, buyback price and type of plastic.

9. Use paper dunnage for non-fragile items.

Paper dunnage helps in filling the void space inside packages and ensures that the product is well protected during the transiting process.

10. Always place the invoice inside the package.

**Do not place the invoice on the package.
It should always be kept inside the package.**

How to print labels in 4 inches x 6 inches size?
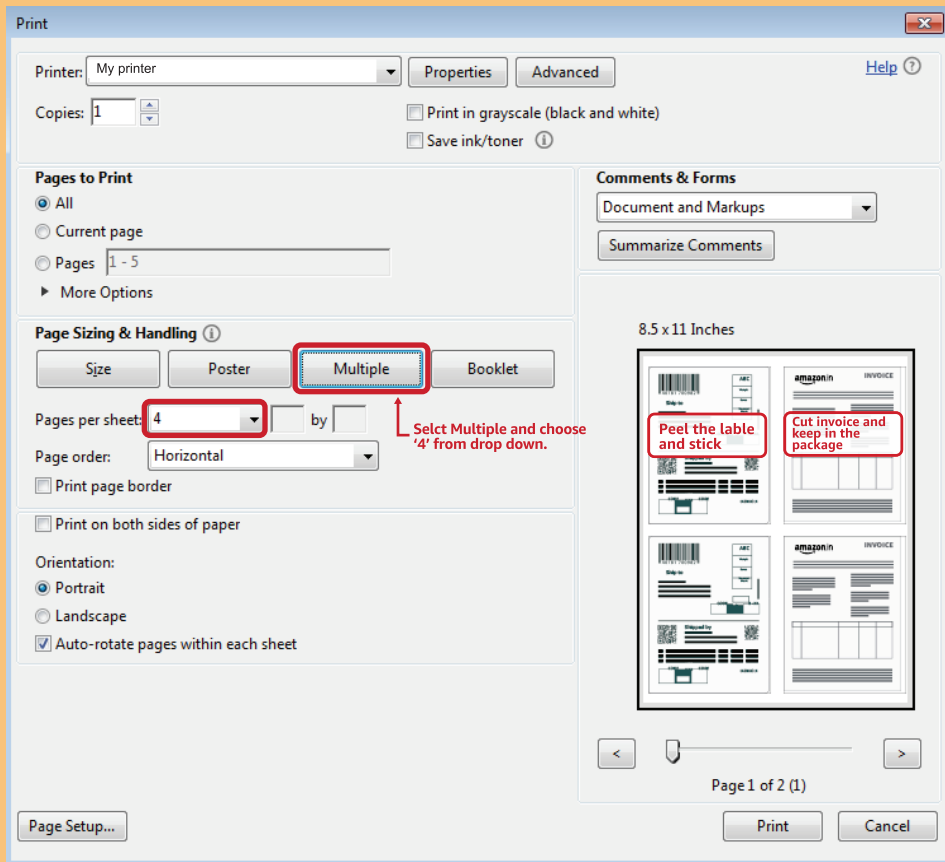
For single orders:
If you are printing the invoice and label only for one order, the pdf file generated will already have the label in the correct size. You should print it on a sticky paper and paste the label on the package. Put the invoice inside the package.

For bulk schedules, printing multiple labels and invoices:
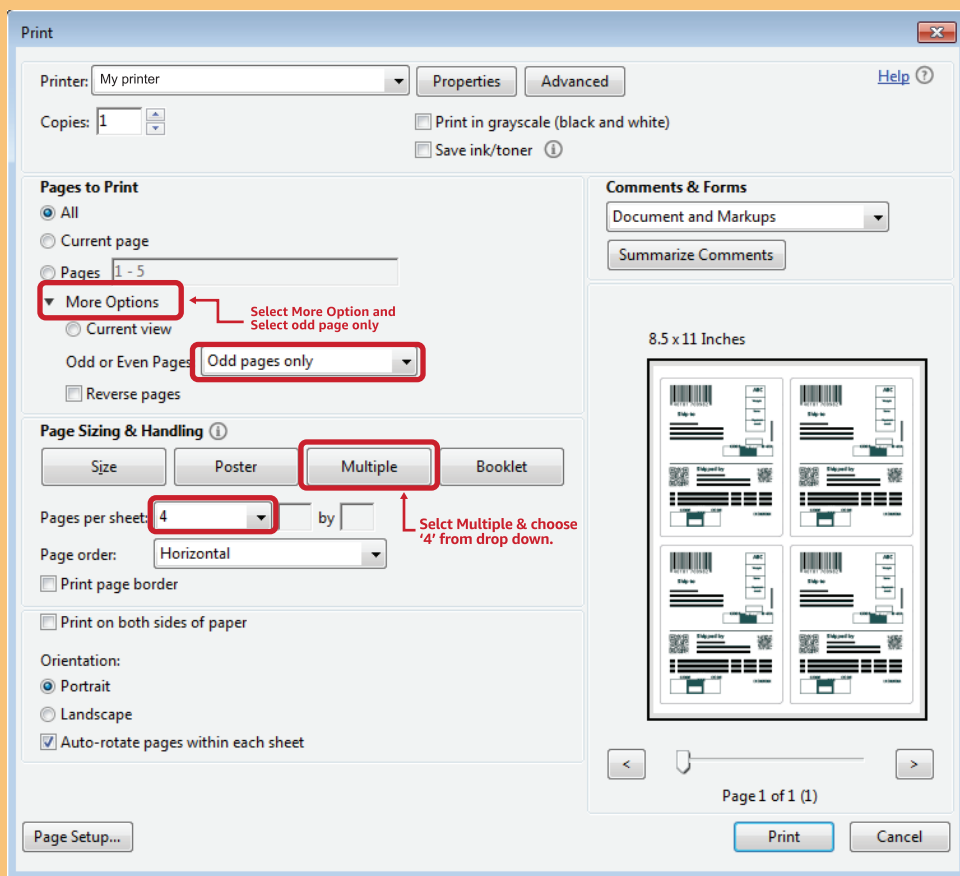1. No change is required if you are using zebra/thermal printer.
2. If you are using inkjet/laser printer, go to the printer settings and select the option to print 4 pages on one sheet. You can select **'Print only odd pages'** to print labels on a sticky paper and **'Print only even pages'** to print invoices on regular A4 paper.

(Refer to the following screenshots)

Resize label and invoice:

Print dialog showing:

Printer: My printer — Properties — Advanced — Help ?

Copies: 1

☐ Print in grayscale (black and white)
☐ Save ink/toner ⓘ

Pages to Print
- ⦿ All
- ◯ Current page
- ◯ Pages 1 - 5
- ▸ More Options

Comments & Forms
Document and Markups
Summarize Comments

Page Sizing & Handling ⓘ
Size | Poster | **Multiple** | Booklet

Pages per sheet: **4** by
Page order: Horizontal

Selct Multiple and choose '4' from drop down.

☐ Print page border

☐ Print on both sides of paper

Orientation:
- ⦿ Portrait
- ◯ Landscape
- ☑ Auto-rotate pages within each sheet

8.5 x 11 Inches

Peel the lable and stick

Cut invoice and keep in the package

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Page Setup...   Print   Cancel

Print only label or only invoice (odd/even printing):

amazon

For more information on packaging and labelling
visit sellers.amazon.in