



**Equipment Prep & Pack for Shipment Agreement**

Equipment being packaged for shipment: \_\_\_\_\_

Have you included all parts, accessories & manuals: Y / N

If No, list all items missing: \_\_\_\_\_

**Packaging Guidelines Check-off (All boxes must be checked)**

**\*\* Equipment must be packed to withstand standard shipper's abuse, including drops of up to 3-4 feet \*\***

- 1) Select a sturdy box 6" longer, wider and higher than the item to be shipped. Box should be double-walled and undamaged
- 2) Remove or cross out any old shipping labels and barcodes
- 3) Wrap all sides of item with at least 3" of Bubble Wrap cushioning
- 4) Protect all sharp edges/corners with styrofoam or 4-6 layers of cardboard fitted to the edge/corner
- 5) Center primary item within packaging
- 6) Package any and all accessories individually to protect from damage and/or loss
- 7) Fill any remaining open space around packaged item and inside wall of box with bubble wrap or loose fill peanuts   
Do not use paper products for packaging
- 8) Use pressure-sensitive plastic tape at least 2" wide to seal all seams of box using the "H" taping method
- 9) Prior to sealing, place a business card or your letterhead with your name and contact phone number inside the box

**If you are unable to package according to all guidelines shown above, it is your responsibility to have the equipment professionally packaged at a FedEx/Kinkos, Pak 'n Mail, Pak 'n Ship or (as a last resort) a UPS Store, according to the Guidelines shown above.**

I take responsibility that the equipment being shipped has been packaged according to all Guidelines shown above so that It will arrive in its original, undamaged condition. If the equipment was not packaged according to these Guidelines and the equipment arrives in a damaged condition, I agree that apexx will not be held responsible for any repair and/or replacement costs.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Dimensions of finished package(s) ready for shipment:

Box 1 Contents: _____	Box 2 Contents: _____	Box 3 Contents: _____
Serial #: _____	Serial #: _____	Serial #: _____
Value \$: _____	Value \$: _____	Value \$: _____
Length: _____ in	Length: _____ in	Length: _____ in
Width: _____ in	Width: _____ in	Width: _____ in
Height: _____ in	Height: _____ in	Height: _____ in
Weight: _____ lbs	Weight: _____ lbs	Weight: _____ lbs

Equipment is coming to apexx for: Trade  Sale  Consignment  Eval/Repair  Warranty Repair

Equipment is packaged and ready for pick-up now

Packaged Equipment is located at:

Shipper's Name \_\_\_\_\_

Facility Name \_\_\_\_\_

Address \_\_\_\_\_

City/ST/Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

If apexx's carrier will be transporting the package(s), please indicate your facility's availability:

Days \_\_\_\_\_ Hours \_\_\_\_\_

Responsible for shipping costs: apexx Veterinary Equipment  Customer/Seller

**Consider apexx360-EZship**

apexx ships you a custom box with custom packaging specifically for your equipment, complete with packing tape and a return label

Ask an apexx Equipment Consultant for more information

Customer:

Accepts EZship

Declines EZship