

PARCELS



Boxes are the most commonly used and suitable way to pack your shipment because of the range of sizes, shapes, materials and accessories available to strengthen and secure them.

It is important that the box size and quality is appropriate for the item being transported as under filled boxes can become crushed whilst over-weight cartons can easily break open. The box must have sufficient strength plus the necessary space to carry the item/s.

What you will need to send your package:



1. Double Walled Cardboard Box/s
47cm x 32cm x 26cm.



2. Trigger Tape-gun and tape.



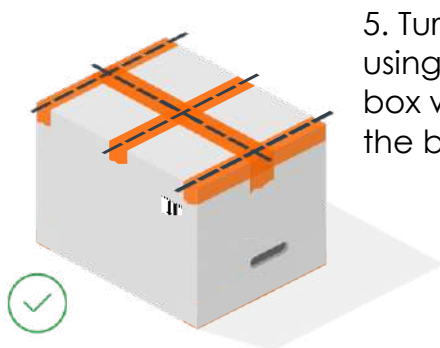
3. Plastic 14 x 16-inch Postage Bags



4. Document wallets.

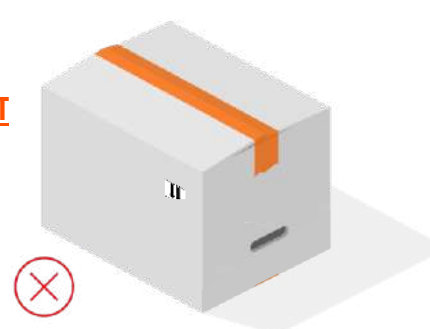
TIP: It pays to use quality tape like 3M, after all it's keeping your documents safe in transit.

STEP 1. Taping boxes - the Double 'H' method:



5. Turning the box upside down, close and tape as shown using a Double 'H' taping method. This will ensure that the box won't open when your files are placed inside (remember the box could weigh up to 20kgs).

How NOT to seal a box.



We have provided some links (to Amazon) at the end of this guide to purchase some of the items used in this guide.

STEP 2. Packing up files:

6. Place the client file (or papers) into a plastic postage bag (DO NOT SEAL IT YET). If your client has more than one file, use multiple postage bags. **NOTE:** each postage bag will fit one lever arch file.



7. Using the blank document label (provided) complete your **Firm Name**, the **Client's Name** and if you have used more than one postage bag how many **Items** for that Client.

For example **Item 1 of 3** (if your clients file is split over 3 postage bags) The next file would be as above but labelled with **Item 2 of 3** and the next **Item 3 of 3** etc.

Add your address in the RETURN TO: section and add your Doshi 'BPO' number which you were given when the facility was opened for you. **NOTE:** the form is an interactive PDF that can be saved and used time and time again.

8. Print and place the document label into a document wallet and (by removing the wax paper on the reverse of the wallet) stick to each postage bag.

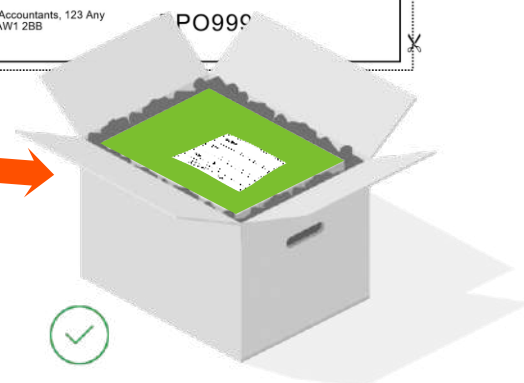
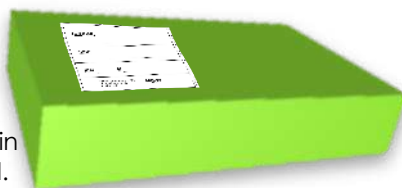


TIP: If you print 2 of each Document Labels and put one copy along with a spare document wallet and postage bag in to each respective file before sealing; we'll use these to pop your file into ready to send back to you once we've finished processing the job.

FIRM NAME:	_____
CLIENT:	_____
ITEM:	_____ OF _____
RETURN TO: ABC Accountants, 123 Any Street, Any Where, AW1 2BB 01234 567 8910	
PO999	



Pop your spare bag in here before you seal.



9. Once you seal the postage bags - pop them into the box **DO NOT SEAL THE BOX YET**. As a safeguard once a courier has been arranged, place a copy of the delivery label in to each box just in case the label on the outside of the box gets accidentally torn during transit. Use the Double 'H' tape method to seal.



TIP: You can place multiple client files in one box.

10. Now its time to get a quote for delivery:

or If you experience any challenges or issues arranging collection and delivery contact your Consultant who will be happy to help.



Try interparcel - for a cheap online price. Plus they have a real helpful guide [here](#)

STEP 3. Picking the right courier and service for you:
















11. Using an online comparison site like InterParcel allows you to make a choice based on the number of parcels that you need to send, whether you prefer to drop off at a local access point or prefer to have the consignment collected.

Some worthwhile things to consider:

Collected Drop Off Default Fastest Cheapest By Carrier Email Quote

Next Day Delivery

With our Next Day Delivery services, your parcel will be delivered on the next working day after collection. Remote areas may take a little longer. Some services also offer a money back delivery guarantee - check each service for full details.

 UPS Standard® Drop Off Your nearest drop off location is 0.6 miles away Estimated delivery on Wed 13th February by 6:00pm. 	 Drop Off  £25 cover  Printer Needed	Price based on drop off to a close by location.	£6.19 £7.43 inc VAT	BOOK NOW
 DPD UK Next Day Drop Off Your nearest drop off location is 2.1 miles away Estimated delivery on Wed 13th February by 6:00pm. 	 Drop Off  £25 cover  Printer Needed	The consignment is insured to this value.	£6.39 £7.67 inc VAT	BOOK NOW
 DX Express Collection Wed 13th if booked by 7:45pm Tomorrow. Estimated delivery on Thu 14th February by 5:00pm. 	 Collected  £25 cover  No Printer Needed	No need to print the delivery labels off as the courier will bring.	£6.79 £8.15 inc VAT	BOOK NOW

STEP 4. Sending to Doshi London Ltd:

12. If you are sending to us to process your work in India at our DA(S)PL offices then write your **BPO Number** on the outside of the box/s and send to the following address:

Attn: Mr. Veer Doshi
Doshi London Limited
6th Floor, AMP House
Dingwall Road
Croydon, CR0 2LX



HINT: If you are sending to our Croydon office please ensure that we get your consignment by close of play on a WEDNESDAY evening as all parcels are sent out by AirFreight to India on a Thursday evening, arriving in India on the following Monday for processing.

STEP 5. Sending to a Scanning Provider:

13. If you would like details of scanning providers who can scan all your documents over to our India team, and upload to the VPN, give your Consultant a call who can assist with contacts.



LINKS: SmoothMove Heavy Duty Double Wall Cardboard Boxes with Handles
26 x 32 x 47 cm (10 Pack) £14.99 [here](#)

Triplast 14 x 16-Inch Plastic Mailing Postal Bag - Grey (Pack of 100) £7.99 [here](#)

Triplast 158 x 110 mm Printed A6 Document Enclosed Envelope Wallets (Pack of 200) £6.29 [here](#)