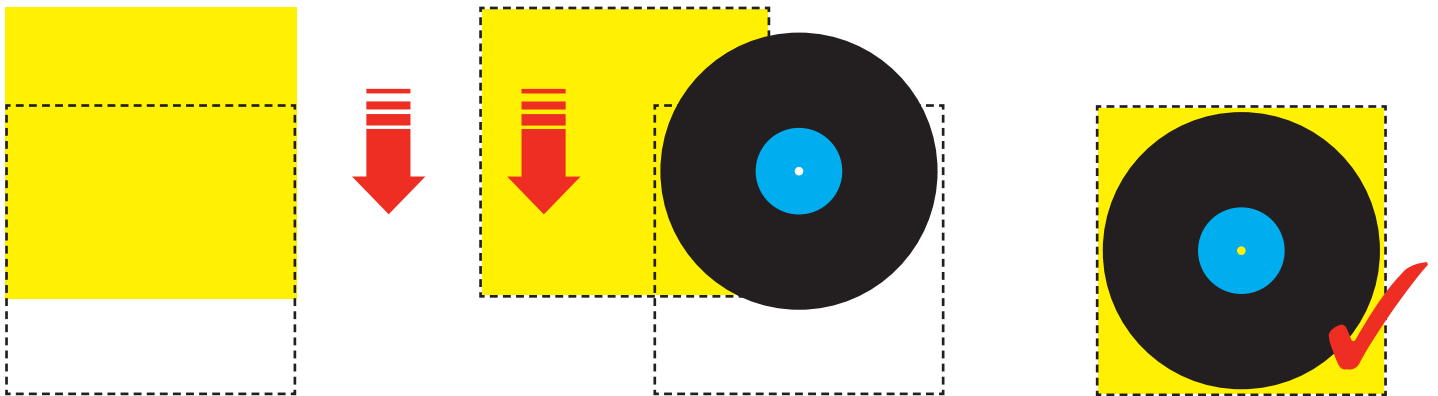
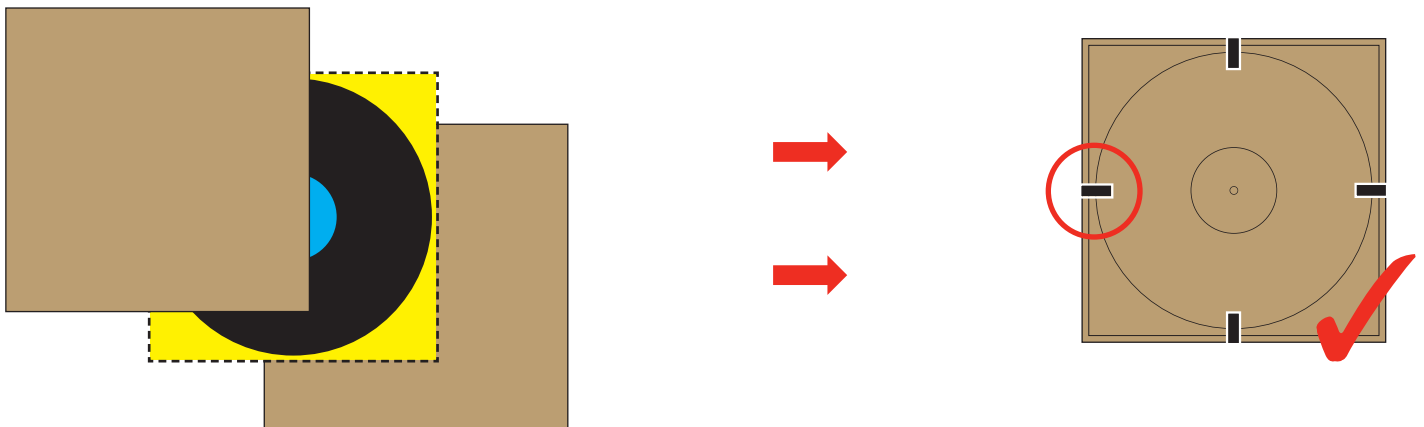


PACKING INSTRUCTIONS FOR RECORDS

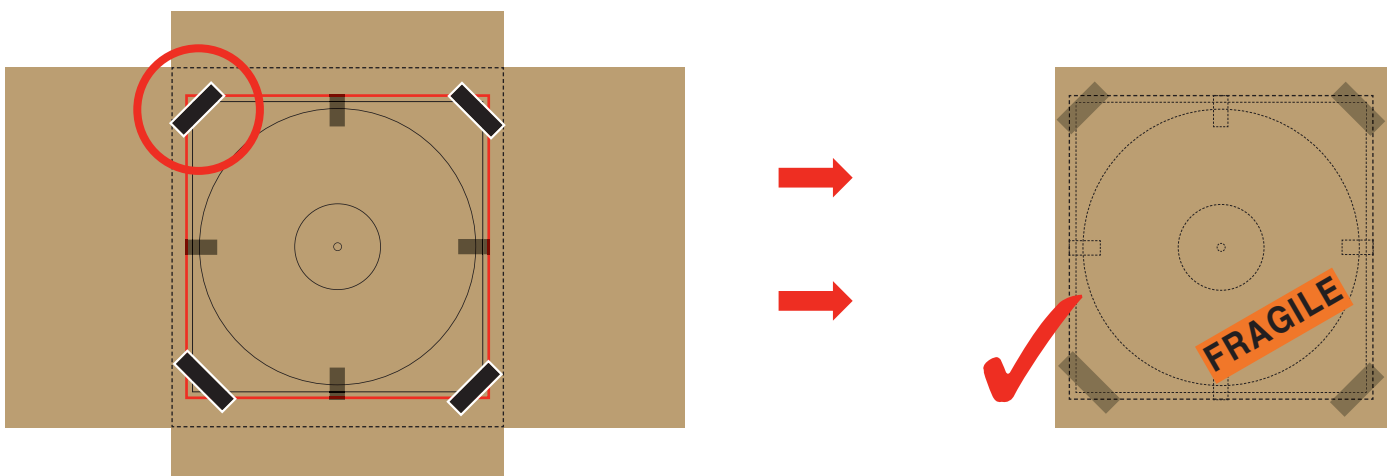
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1. Separate the cover sleeve (containing any inserts) and the record into individual plastic sleeves. Should the record shift in transit, this will avoid splitting the seams of the cover sleeve.



2. Place the record and cover (both in plastic sheets) between two (2) cardboard sheets* the size of the record cover and bind them with tape on the mid sections.
*cardboard protector



3. Position this cardboard protector with the separated record and cover on the centre of a cardboard sheet or mailer **larger** than the size of the record cover i.e. at least 13 x 13 inches and taping it to this centre position (see diagram above). This spacing will further protect the the corners and edges from damaging in transit should the stub (the most common form of damage). Label the package 'Fragile' once it is closed and sealed.