Your Guide to Perfect Packing & Shipping

1. **Select the Best Box**

   Use **Single-Walled Boxes** if:
   - Parts weigh less than 20 lbs.
   - Additive parts

   Use **Double-Walled Boxes** if:
   - CNC and Sheet Metal parts
   - Parts weigh more than 20 lbs.
   - Boxes over 24” long

   Select a box that allows at least 1” between the part(s) and the outside of the box. This buffer should be packed with packaging material such as kraft paper.

   Boxes should not have any branding (including your own) on them. Only plain brown or white boxes made of corrugated cardboard are acceptable for shipping Xometry parts. Do not use padded envelopes.

2. **Keep Your Parts Safe: CNC & Sheet Metal**

   What material is the part?
   - Copper
   - Brass
   - Zinc
   - Aluminum
   - Steels
   - Plastics

   - < 0.1 lbs
     - Use best judgement
   - 0.1 - 1 lbs
   - < 0.5 lbs
     - 3 layers of bubble wrap or 3/8” foam
   - 0.5 - 1 lbs
   - 2 layers of bubble wrap or 1/4” foam
   - > 1 lbs
     - 3 layers of bubble wrap or 3/8” foam
   - > 1 lbs
     - 3 layers of bubble wrap or 3/8” foam

3. **Include Documentation**

   1. Upload All Documents to the Partner Portal
      - CoC
      - Certifications
      - Inspection Reports

   2. Place Inside the Box:
      - These Formal Inspection Reports: Dimensional, CMM & FAIR
      - All Certifications

   3. Affix to the Outside of the Box:
      - Packing Slip

4. **Apply Xometry Branding**

   Direct Ship Partners Only

   Insert **three (3) Xometry branded coasters** in each outgoing package containing Xometry parts.

   Affix **one branded decal** to each outgoing package containing Xometry parts, ensuring that the shipping label remains unobstructed.

   Order free direct shipping materials when you’re running low at xometry.com/direct-shipping.

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**Helpful Tips: Before You Ship**

If you don't feel good about the way something is packed.
Step back and pack it again.

- Pad the box with quality protective materials
- Use boxes made of corrugated cardboard
- Use strong tape
- Use dividers to separate multiple items
- Use small bags for small items
- Wrap with bubbles facing inward
- Include your packing list with your parts
- Reinforce edges of heavy boxes with additional tape

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