

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.

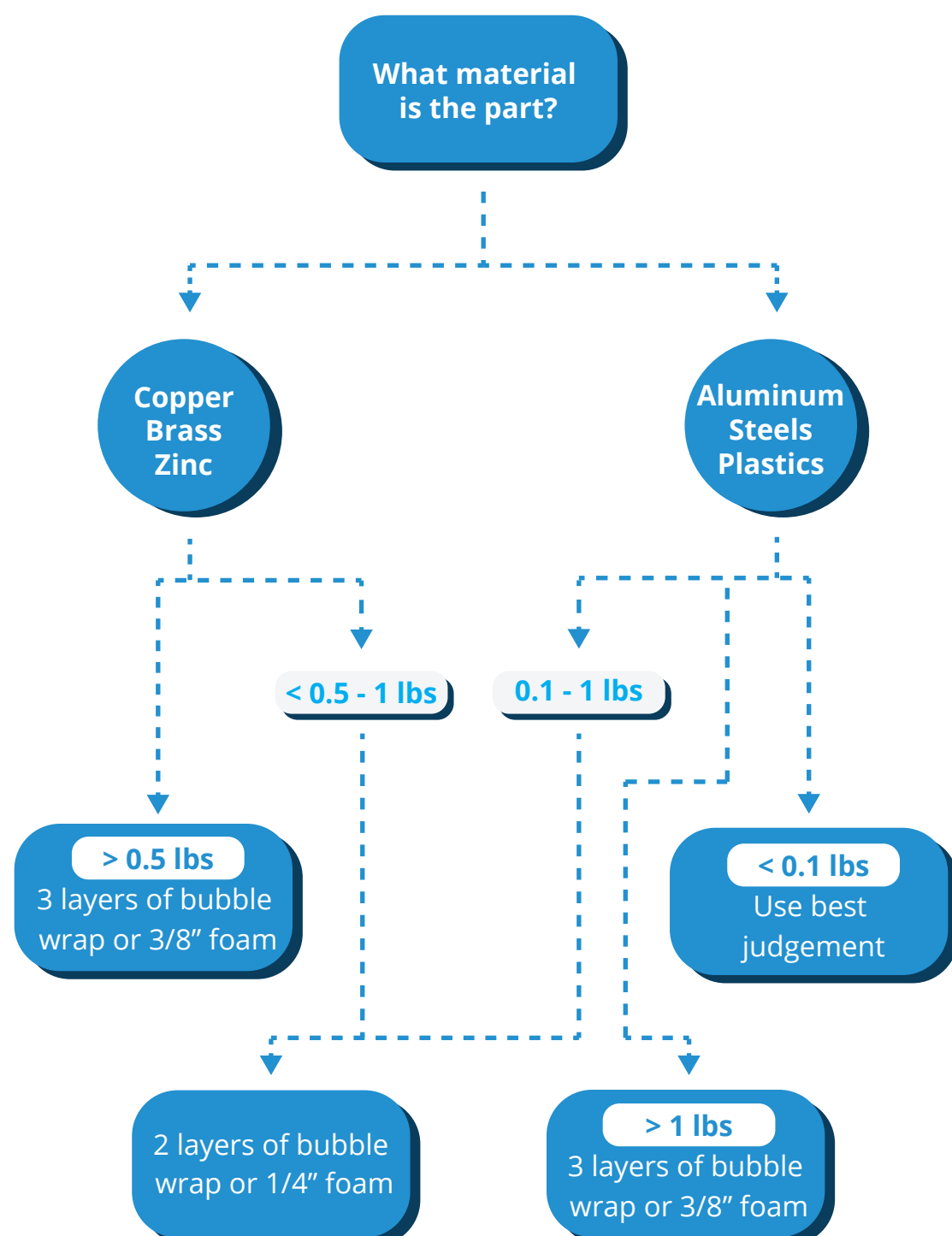
Boxes should not have any branding (including your own) on them.

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



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.



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