
Inbound Shipment - Instructions:

We are very happy to hear that you have a new order on the way to our warehouse.

To make the receiving and the shipping more efficient, please prepare the shipment in the following manner:

1. **Packing boxes:**

- Please pack one SKU per Carton.
- In case there is more than one SKU per carton, please separate the items inside of the carton with inner case (carton or closed bag). Please mark the inner case with the SKU and quantity.
- Carton weight should be up to 50lb., unless the item itself is more than 50lb.
- Carton dimensions: not more than 25'' per side unless the item itself is longer than 25''.
- Please pack the carton very well so it can arrive to our warehouse with no damage. For soft items (ex. clothing, bags, pillow), we recommend to double wrap each box.

2. **Box marking:**

Please mark each box on 4 sides with a printed sticker. The markings should include:

- Name of the seller/company
- SKU item
- Quantity
- box Number



*** In case you have multi-color SKUs, please consider putting a colored sticker on the outside of the carton.



U.S.A WAREHOUSE
21007 Superior St.
Chatsworth, CA 91311 USA



CANADA WAREHOUSE
201 Spinnaker Way, Unit-3
Concord, ON L4K 4C6 Canada

3. **Packing list**: please provide us a packing list with the following details:

- SKU item
- Barcode: UPC/ASIN/FNSKU
- Product Description
- Quantity per box
- Number of boxes for each SKU
- Total Quantity for each SKU
- Box Weight (lb.)
- Box Dimensions (inch)
- Number of box for Shipping immediately as individual boxes (UPS labels)
- Number of box for Shipping immediately on pallets
- Number of box for storage

SKU	Barcode: ASIN/FNSKU	Product Description	Quantity per box	# of boxes	Total Quantity	Box Weight (lb.)	Box Dimensions (inch)	# of box- Shipping immediately as individual boxes (UPS labels)	# of box- Shipping immediately on pallets	# of box- storage	Comments-

4. **Instructions and labels**:

- Please provide us clear and detailed instructions: inspection, repack, poly bag, bubble wrap, labeling etc.
- Please provide labels in PDF format.



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5. **Delivery:**

- The address on the shipments should appear like so:
Seller/Company Name c/o Prep&Ship
21007 Superior St.
Chatsworth CA 91311
- Please provide us with the carrier details and ETA for this receiving shipment.
- Please ask the carrier to schedule the delivery with us. Please provide them our contact information: Liraz 805-552-6393 Operations@prepshipglobal.com



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