



Packaging Instructions for Incoming Shipments to Essco

To ensure the safe arrival of your test and measurement equipment, please carefully follow the instructions below when preparing your shipment. Proper packaging prevents damage during transit and ensures timely calibration and return of your equipment.

All packages are to be shipped to 27 Industrial Ave., Unit #9, Chelmsford, MA 01824

1. General Guidelines

- Inspect all equipment for physical damage or defects before shipping.
- **Essco requires a detailed packing list with every shipment**, specifying for each piece:
 - Equipment manufacturer, model, serial number, and customer control number
 - List all accessories (e.g., cables, adapters, manuals)
 - List any special handling or calibration requirements
 - Include return shipping instructions. *If using a carrier, please note if Essco is to insure the package, and for what value.

2. Packaging Materials

To minimize the risk of damage:

- **Outer Packaging:** Use a sturdy, double-wall corrugated box rated for the weight of the equipment.
- **Internal Padding:** Protect the equipment with adequate cushioning material such as:
 - Foam inserts
 - Bubble wrap (minimum 2-inch thickness around all sides)
- **Protective Wraps:** If the equipment has sensitive surfaces or delicate components, wrap them with anti-static material or soft padding.
- **Pallets:** For large or heavy equipment (over 70 lbs):
 - Secure the equipment to a wooden or plastic pallet using heavy-duty straps.
 - Ensure the equipment is properly braced to avoid shifting during transit.

Essco Calibration Laboratory

27 Industrial Ave., Unit #9, Chelmsford, MA 01824 | 800-325-2201 | www.esscolab.com



3. Packing Procedure

1. Prepare the Equipment:

- Secure movable parts with tape or internal bracing.
- Cover sensitive areas (e.g., connectors, displays) with protective caps or covers.
- Drain all Oil, Glycol, Water, or other fluids

2. If shipping multiple heavy items:

- Place each item in its own box.
- Avoid stacking heavy items to prevent crushing.

3. Cushion and Stabilize:

- Place the equipment in the center of the box with at least 2 inches of cushioning on all sides.
- Ensure the equipment does not touch the walls of the box.

4. Seal the Box:

- Use high-quality packing tape to seal all seams.
- Reinforce corners and edges for extra durability as needed.

5. Label Clearly:

- Attach the shipping label to the top of the box.
- Mark boxes containing fragile equipment with "FRAGILE" and "THIS SIDE UP" labels as needed.

5. Contact Information

For questions or assistance, contact your customer service representative at Essco, or contact our main office at:

- Phone: 800-325-2201
- Email: service@esscolab.com

We appreciate your attention to these packaging guidelines to ensure the safety and integrity of your equipment during shipment. Thank you for your cooperation!