

Packaging Instructions - Form 10404

Glass Packaging Recommendations

- 1) All glass should be removed from the fixtures and wrapped in ½” thick bubble wrap...Secure the bubble wrap with clear carton sealing tape. “Do Not Allow Tape To Come In Contact With Glass”
- 2) Place bubble wrapped glass in a box with bottom lined bubble wrap and fill box with packing peanuts. Allow 3” of packing on all sides, top and bottom of the box...Secure with clear carton sealing tape and label with contents.(i.e qty (1) glass Type A)
- 3) Cracked Glass...Place painters tape on both sides of any cracked glass.

Broken Glass...Place all broken glass on a flat cardboard...Secure with painters tape...Bubble wrap and tape with clear carton sealing tape.

Fixture Packaging Recommendations

- 1) All fixtures and loose fixture components ie chain, canopy etc. should be wrapped with ½” bubble wrap and secured with clear carton sealing tape. “Do Not Allow Tape To Come in Contact with Metal Finishes”
- 2) Place bubble wrapped fixture or fixtures (Depending on size) in a box with bottom lined bubble wrap and fill box with packing peanuts. Allow 3” of packing on all sides, top and bottom of the box. Secure with clear carton sealing tape and label with contents.(i.e qty (1) frame Type A)

General Notes:

- Do not mix fixture frames and glass within the same box. Do not use duct or electrical tape.
- Do not allow loose components to rattle inside the bubble wrapped fixture.
- Select boxes to fit and support the contents size and weight.
- Separate multiple fixtures or glass within a box with cardboard separators.