

# Packing a Dealer4 Machine For Shipping

1 – To ensure the machine arrives undamaged, use a large enough box and plenty of bubble wrap to pad it well on all sides.

2 – The box should be 12x12x18” (can buy at FedEx) or larger can also work. Unfold the box, and tape across the main seam and along both edges using heavy duty packing tape.



3 – The bubble wrap should be LARGE bubble (~1”), two feet wide, and ~15 feet long. If you can only find one foot wide, get twice the length. You can purchase this at an office supply store, FedEx, or Walmart.

4 – Alternately, use the original Dealer4 box and fitted foam inserts that your machine came in if you saved them and they are still intact.



5 – Lay out the bubble wrap, with the machine crosswise near one end. Roll up the machine keeping it centered in the bubble wrap.



6 – There’s no need to tape it up – you can secure the end with one small piece of tape in the middle to make the bundle easier to handle.

7 – Place a bubble wrap pad in each end to cushion the ends of the machine.

8 – Place the bubble-wrapped machine in the box. Best is to place it upside down, with the legs up.

9 – Include the completed paper forms, boards and cards.

10 – Only if requested, include the power supply and power cable, USB cable, and Dealing Platform.

11 – Place loosely-crumpled Kraft paper or newspaper to fill any voids at the top of the box.

12 – Close the box and tape it across the entire main seam and along both edges.

13 – Affix Fragile stickers and the addressed FedEx shipping label in the clear plastic FedEx label envelope.

14 – Deliver the package to FedEx.

