Annex B

Types of Packaging Materials and its usage

Description	Usage
Small Carton (18 x 13 x 13 inches)	For telephones, access points, laptops, keyboards, mouse and/or employee locker/pedestal items.
Medium Carton (18.5 x 18.5 x 13 inches)	For Computer sets, desktop (system units), monitors, and tabletop/ medium-sized printers.
Large Carton (24 x 19 x 19 inches)	For bigger computer sets, desktop (system units), monitors, and tabletop/ medium-sized printers.
Type C Carton (24 x 15x 10 inches)	Company documents/ files employee files and personal items.
Flat wardrobe (35 x 19 x 10.5 inches)	Can be used for packing of monitors.
Dish Pack (18.5 x 18.5 x 28 inches)	For pantry/ kitchen items
Plastic Bubbles	For additional layer of protection especially for fragile items such as monitors, glass, paintings etc.
Styropore	For artworks
Newsprint (Fillers)	For shock absorption and filler especially in packing computer sets.
Security pads	For additional layer of protection especially when packing smart TVs/ Board etc.
Fiberboard	Used for fabrication of box for big items or equipment such as Smart TVs/ Board etc.
Corrugated Roll	For floor or elevator protection or for wrapping of cabinets.
Packing tapes	For sealing
Stretch film/ jackwrap	For wrapping of furniture and fixtures.