

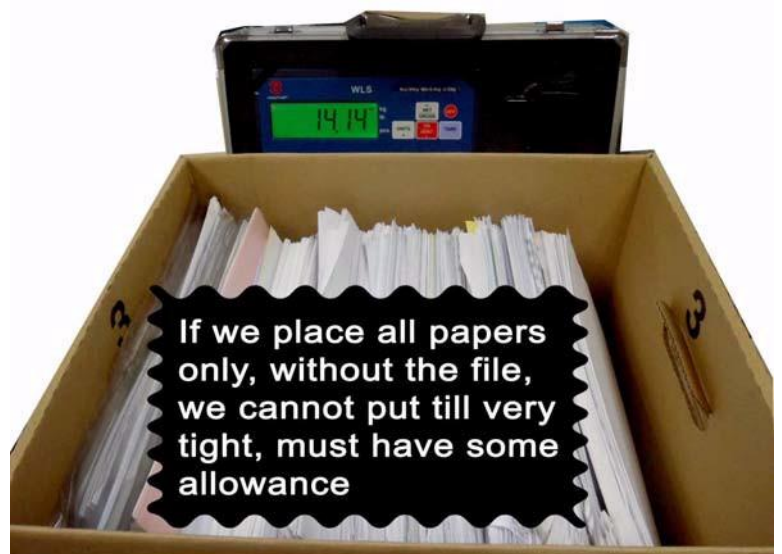
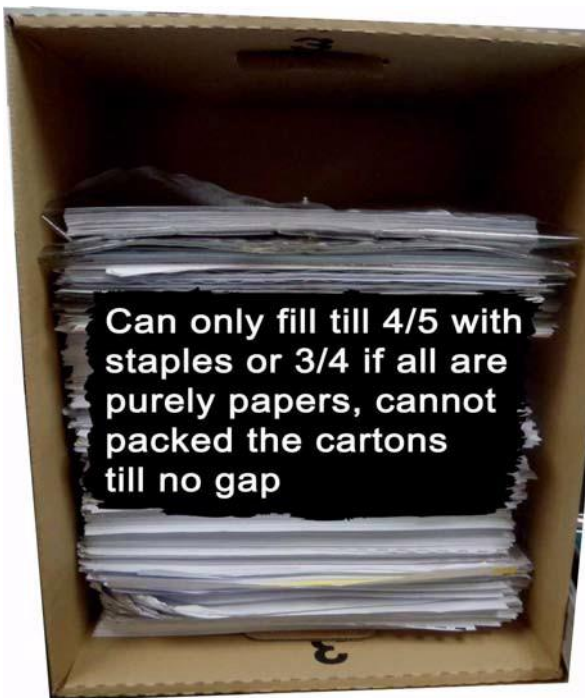
1 December 2010

To our Valued Customers:

**Over Weight issue**

We received many enquiries and feedback that the person who packed does not know what is the weight of the box that they have packed. We have done many experiment and below are some guidelines on how to pack without exceeding the weight of 15kg per carton.

**For storing without arch files, purely paper only:**



Many customer will tell us that the carton still have "space", so they fill it up, please do not do so. The picture below showed that just 1 piece of steel plate alone is already 15kg, therefore, this does not means that the carton have space, you can fill it up.

**For storing with 3 inch arch files:**



# Correct Way of Packing

