

Postal Packaging — Quick Reference Cheat Sheet

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Quick Reference — Which Product Should I Use?

Product	Best For	Key Benefit	Type
Polythene Mailing Bags	Clothing, soft goods, e-commerce	Lightweight, waterproof, self-seal	Mailing Bag
Paper Mailing Bags	Eco-conscious dispatch, documents	Recyclable (plain), paper-based	Mailing Bag
Tuck-in Flap Postal Boxes	General parcels, retail	Easy assembly, neat closure	Box
Fold-in Flap Postal Boxes	Clothing, gifts, compact items	Flush edges, compact shape	Box
Peel & Seal Postal Boxes	High-volume e-commerce dispatch	No tape needed, fast closure	Box
Foam-Lined Boxes	Fragile / high-value items	Built-in cushioning	Box
Cardboard Book Wraps	Books, media, documents	Slim, adjustable to item depth	Box
Postal Tubes	Posters, drawings, rolled artwork	Rigid protection for rolled items	Tube
Postal Tube End Caps	Securing postal tubes	Prevents contents escaping	Accessory
Adhesive Envelopes	Documents, letters, small items	Self-seal, lightweight	Envelope
Adhesive Labels	Addressing, shipping compliance	Peel-and-stick, various sizes	Label
Document Wallets	Delivery notes / invoices on parcels	Keeps paperwork visible and dry	Accessory

Decision Matrix — You Are Sending...

You are sending...	Recommended product	Why
Clothing & soft goods	Polythene Mailing Bags	Lightweight, flexible, waterproof — keeps courier costs low
Books, DVDs, flat media	Cardboard Book Wraps	Slim profile, adjusts to item depth, no void fill needed
Posters, blueprints, artwork	Postal Tubes + End Caps	Rigid protection prevents crushing and bending
Fragile / high-value items	Foam-Lined Postal Boxes	Built-in cushioning, no extra bubble wrap required
General retail parcels	Tuck-in Flap Postal Boxes	Versatile, neat closure, easy to assemble
High-volume e-commerce	Peel & Seal Postal Boxes	Eliminates tape step entirely, speeds up packing line
Documents & paperwork only	Adhesive Envelopes	Lightweight, self-seal, most cost-effective option
Eco-conscious parcels	Paper Mailing Bags / Book Wraps	Paper-based, recyclable — plain versions only

Key Tips & Best Practice

Tip	Detail
Right-size your packaging	Use the smallest box or bag that fits. Oversized packaging increases courier charges and waste.
H-tape your boxes	Tape the central seam, then add strips across both ends to form an H. Press firmly.
Label placement	Apply labels to the largest flat face, away from seams. Press all edges down fully.
Protect fragile items	Wrap individually. Fill all void space. Item should not move when the box is shaken.
Bubble-lined paper bags	NOT recyclable due to mixed materials. Use plain paper bags for recyclable option.
Cold / winter shipping	Use gummed kraft paper tape or solvent vinyl tape — standard acrylic adhesives can fail.

Tip	Detail
Store packaging correctly	Keep boxes flat and dry. Humidity weakens cardboard. Store poly bags away from sharp objects.