# **XPOLogistics**

# **Freight Labeling Best Practices**

To be accepted for transportation, LTL freight must be marked clearly with shipping labels. Ensure labels are properly affixed to freight.

# Clearly label or tag freight

- Affix labels at the top, side or end of freight. Labels should be secured to freight with adhesive or metal staples.
- Each package or loose piece of freight should be marked clearly and indicate the following: - Shipper and consignee name, phone number and address

**USE TAGS** 

with strong cords or wire.

Tags should be used to label freight which may

not allow labels to adhere. Tags can be made of

cloth, leather, metal or wooden tagboard with

dull edges. Attach tags to freight and secure

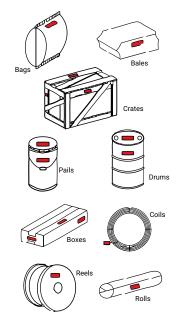
## NOTE:

Even the most heavy-duty tapes can lose adhesiveness in fluctuating temperatures. Attach a laver of shrink wrap over labels to ensure label does not disconnect.

#### METAL FREIGHT

Fluctuating temperatures can cause labels to peel off metal freight and tags may fall off during loading and unloading. Use a metal or paint marker to identify and label steel or other metal freight, and include the PRO number, purchasing order (PO) number or other identifying information to enable all shipment handlers to identify the shipper or consignee information.

Examples of proper labeling locations for freight.



## Use precautionary labeling when necessary

Use precautionary labels when freight requires special handling or storage requirements. Review the labels below for use, when applicable.

# FRAGILE

**KEEP DRY** 

Handle with care Affix label to top, side or over the area within freight where glass is present.

HAND TRUCK OR FORKLIFT Indicate whether a handling device is required or not.



HAND TRUCK

PROTECT

FREEZING

FROM

# **CENTER OF BALANCE** Ensure label is on two opposite sides of freight to indicate balance point.

**CAUTION - TOP HEAVY** 



FORKLIFT



MAGNETICALLY SENSITIVE







PROTECT

**FROM HEAT**