

# 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

### NOTE:

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

### USE TAGS

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 with strong cords or wire.

### 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.

## 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

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



### UP ARROWS

Handle with care  
Use when you have a preferred option for loading or unloading.



### CENTER OF BALANCE

Ensure label is on two opposite sides of freight to indicate balance point.



### CAUTION - TOP HEAVY



### HAND TRUCK OR FORKLIFT

Indicate whether a handling device is required or not.

#### HAND TRUCK



#### FORKLIFT



### KEEP DRY



### PROTECT FROM HEAT



### PROTECT FROM FREEZING



### MAGNETICALLY SENSITIVE



### DO NOT STACK



Contact us: 800-755-2728

Examples of proper labeling locations for freight. →

