

# BOXING 101: BUILDING STURDY BOXES FOR SHIPPING PRINTS

## AN ABBREVIATED HANDOUT BY JANET BALLWEG

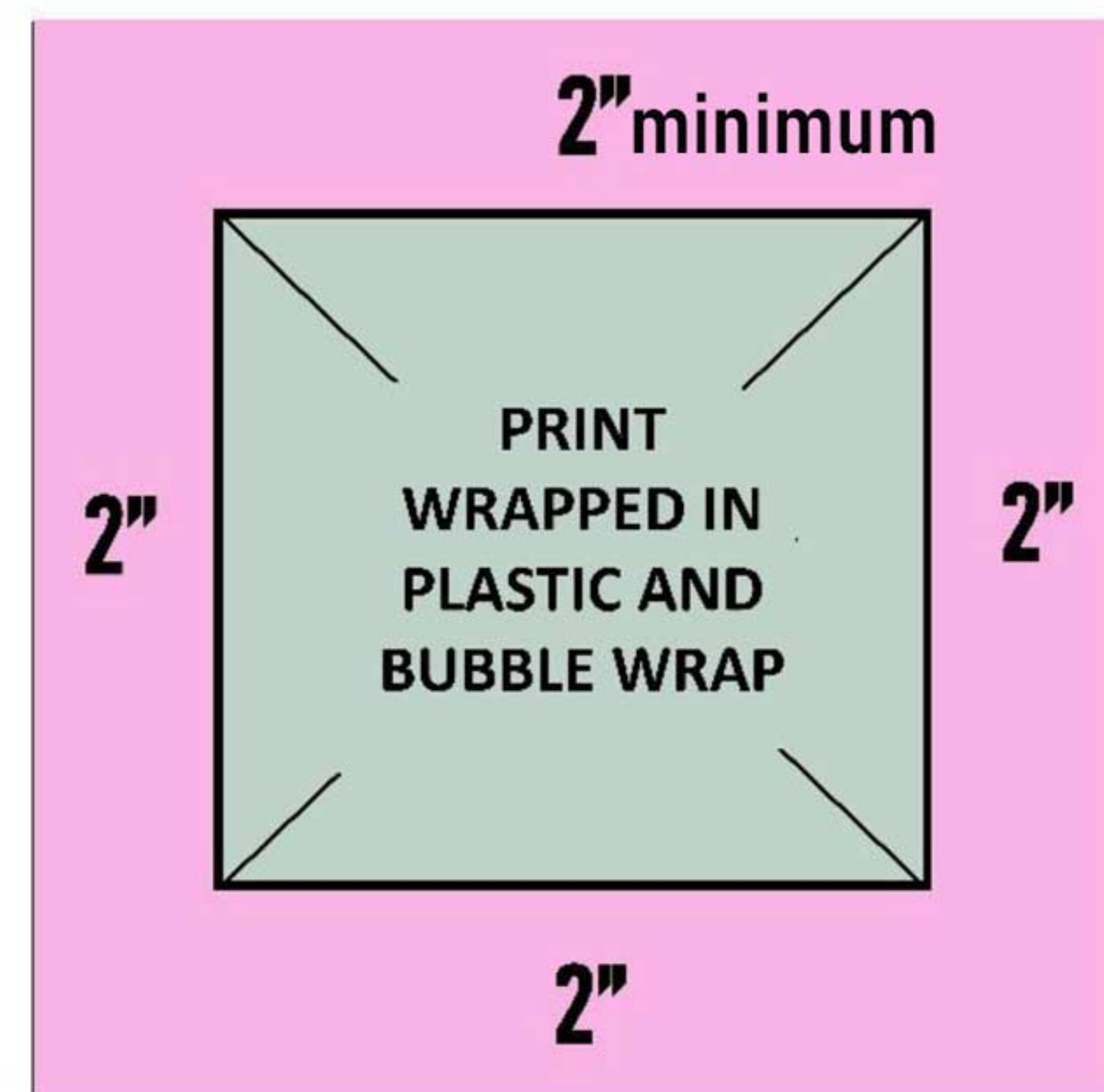
Wrap your print in plastic and bubble wrap, so you can include the bubble wrap in the measurements for the box.

Use a sheet of Foamular insulation, available from Home Depot, Lowes, etc. to create a liner inside the box. This will make the cardboard box more stable. 1" thick foam works best.



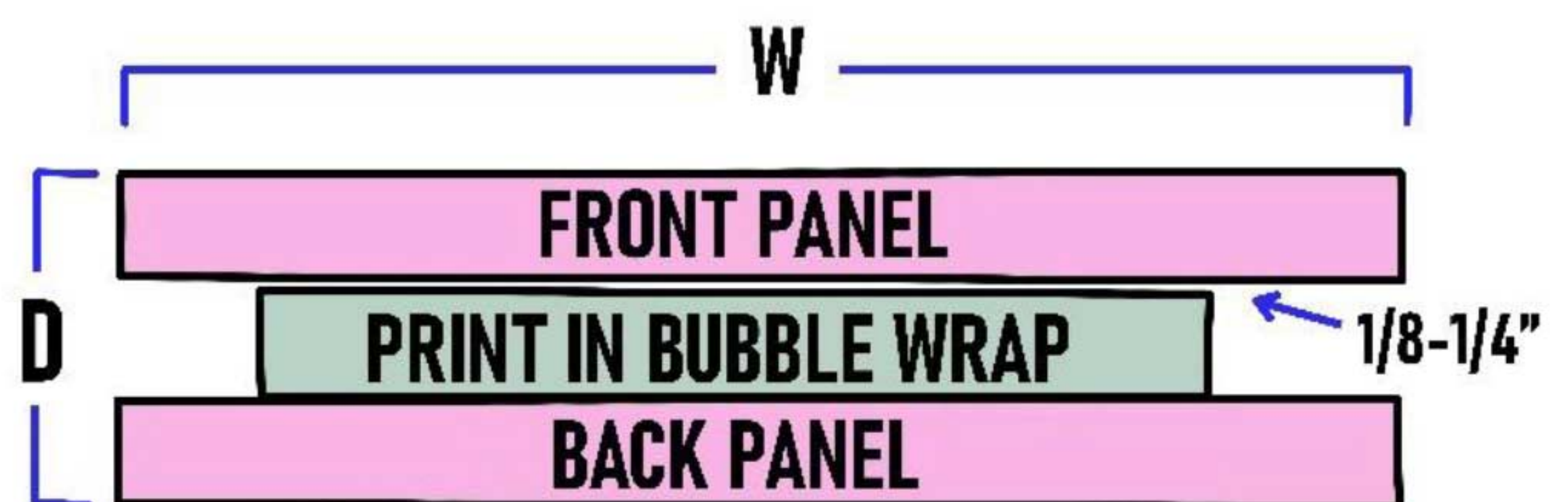
### Measuring for the front and back panels

Measure your wrapped print and add a minimum of 2" to each side. This will be the measurement for the front and back foam panels.



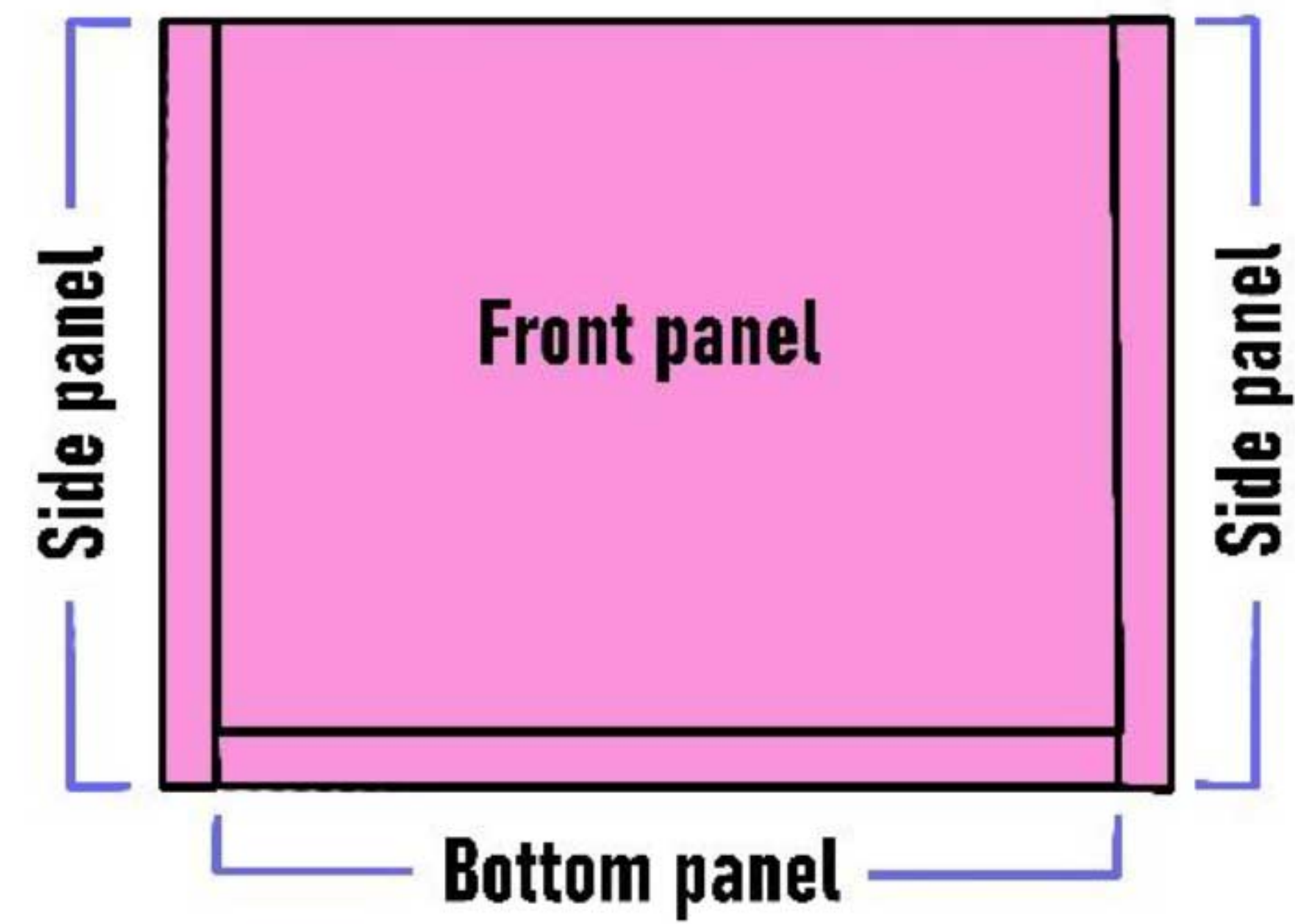
### Measure for the bottom panel

Measure for the bottom panel by putting your wrapped print between the two foam panels, plus add 1/8-1/4" for wiggle room.



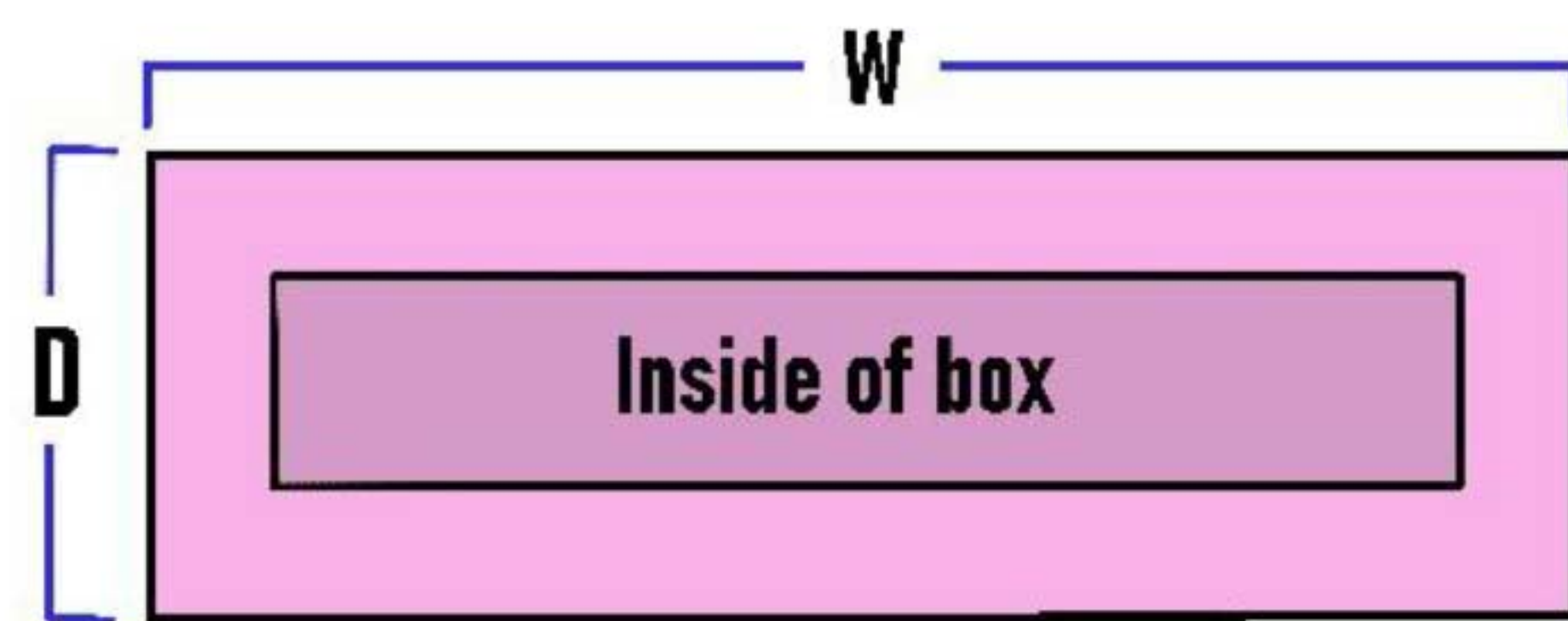
## Adding the side panels

Measure for the side panels. That measurement will be equal to the height of the front panel + the thickness of the bottom panel. The width of the side panel will be the same width as the bottom panel.



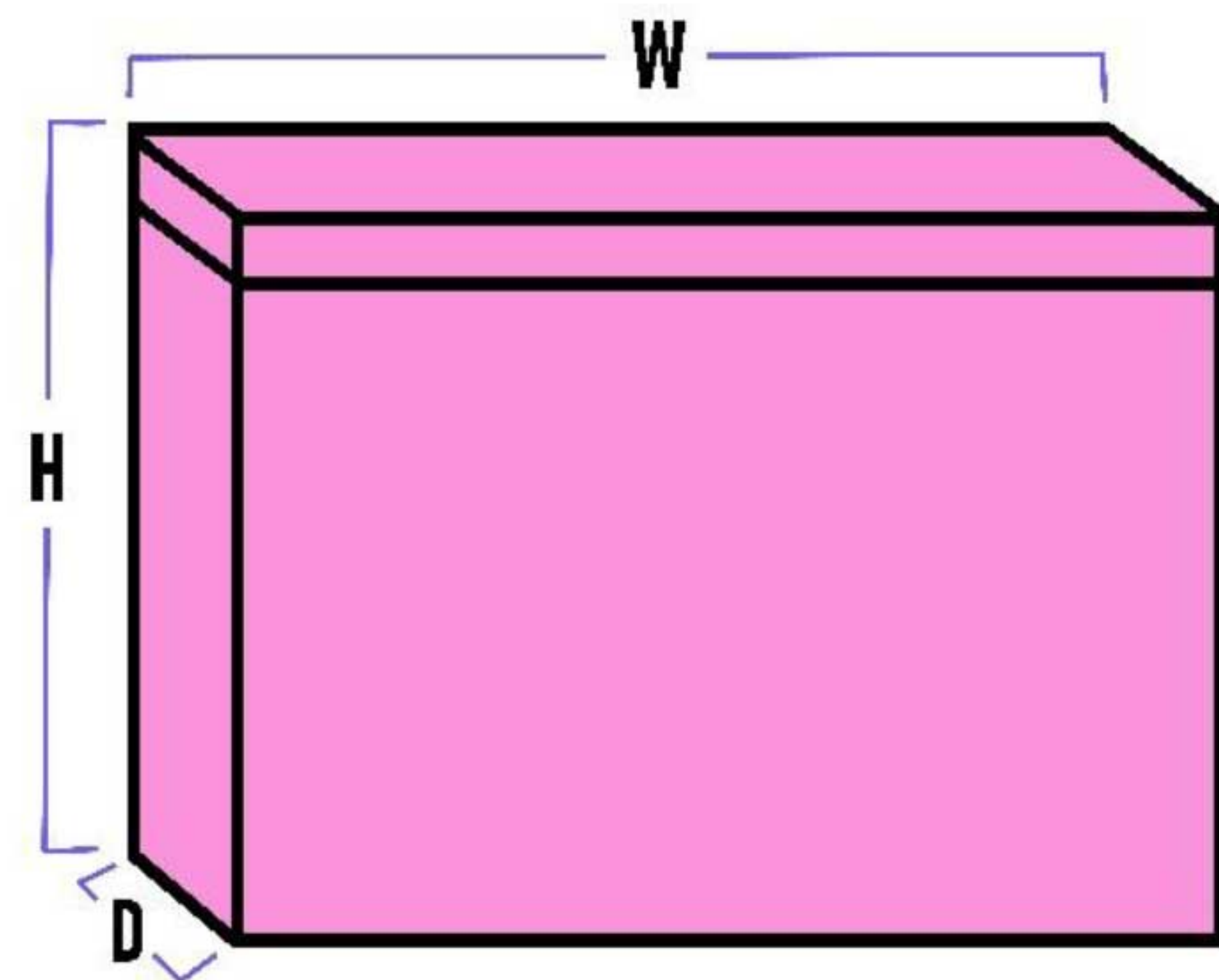
## Measuring for the liner lid

After assembling the front, back, bottom and 2 side panels, measure the outside dimensions of the top of the liner. This will be the measurement of the liner lid.



Measurements for the liner lid

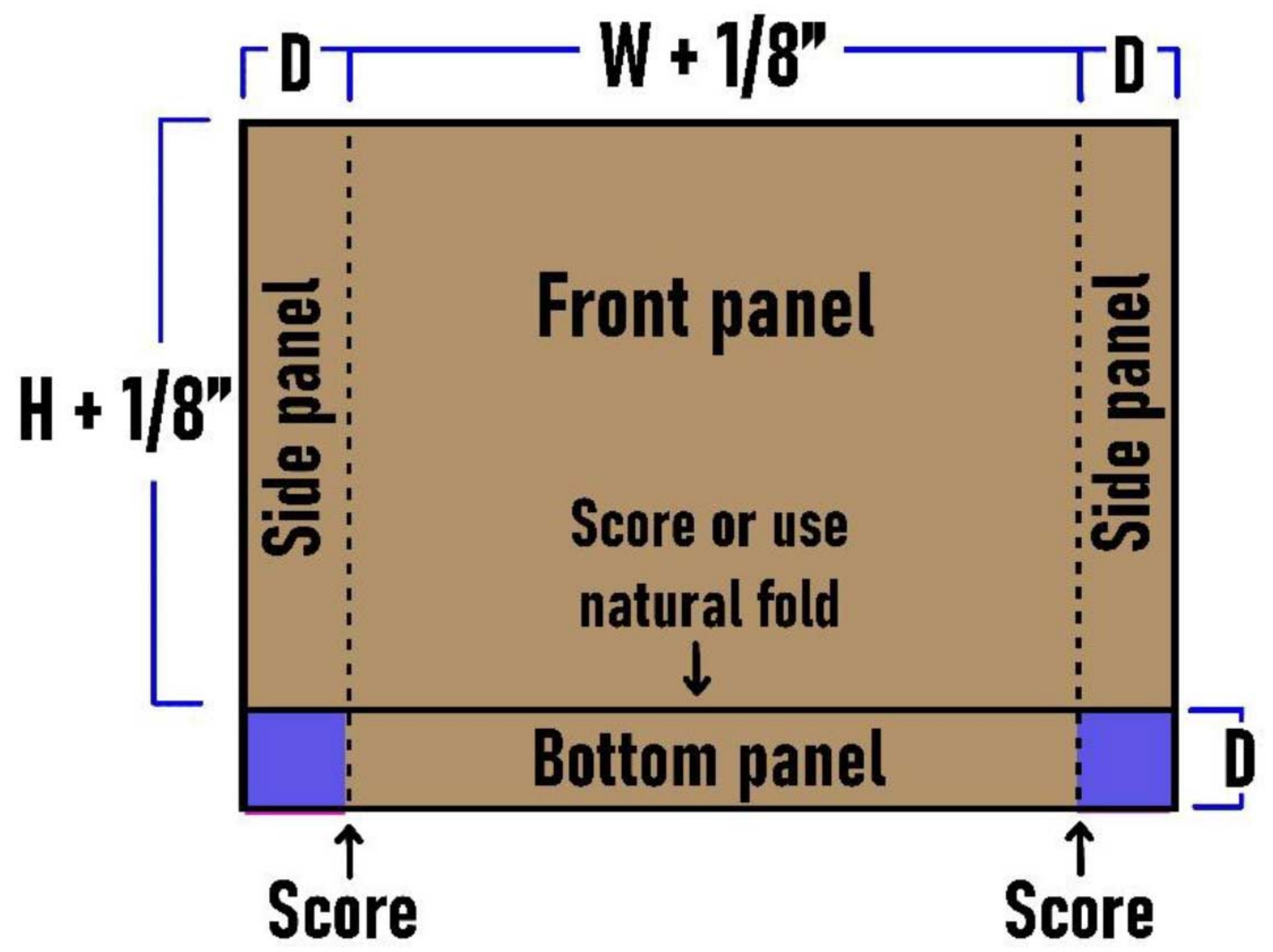
To start building the cardboard box, measure the outside dimensions of the liner box, with the lid in place.



## 1st side of box

Using the height, width and depth of the liner box, add the 1/8" shown here. Lay out the first side of the box on a piece of heavy cardboard. Cut out the outside shape of the box, score along the folds, and cut away the corners marked in blue.

Fold and tape this half of the box to the liner.

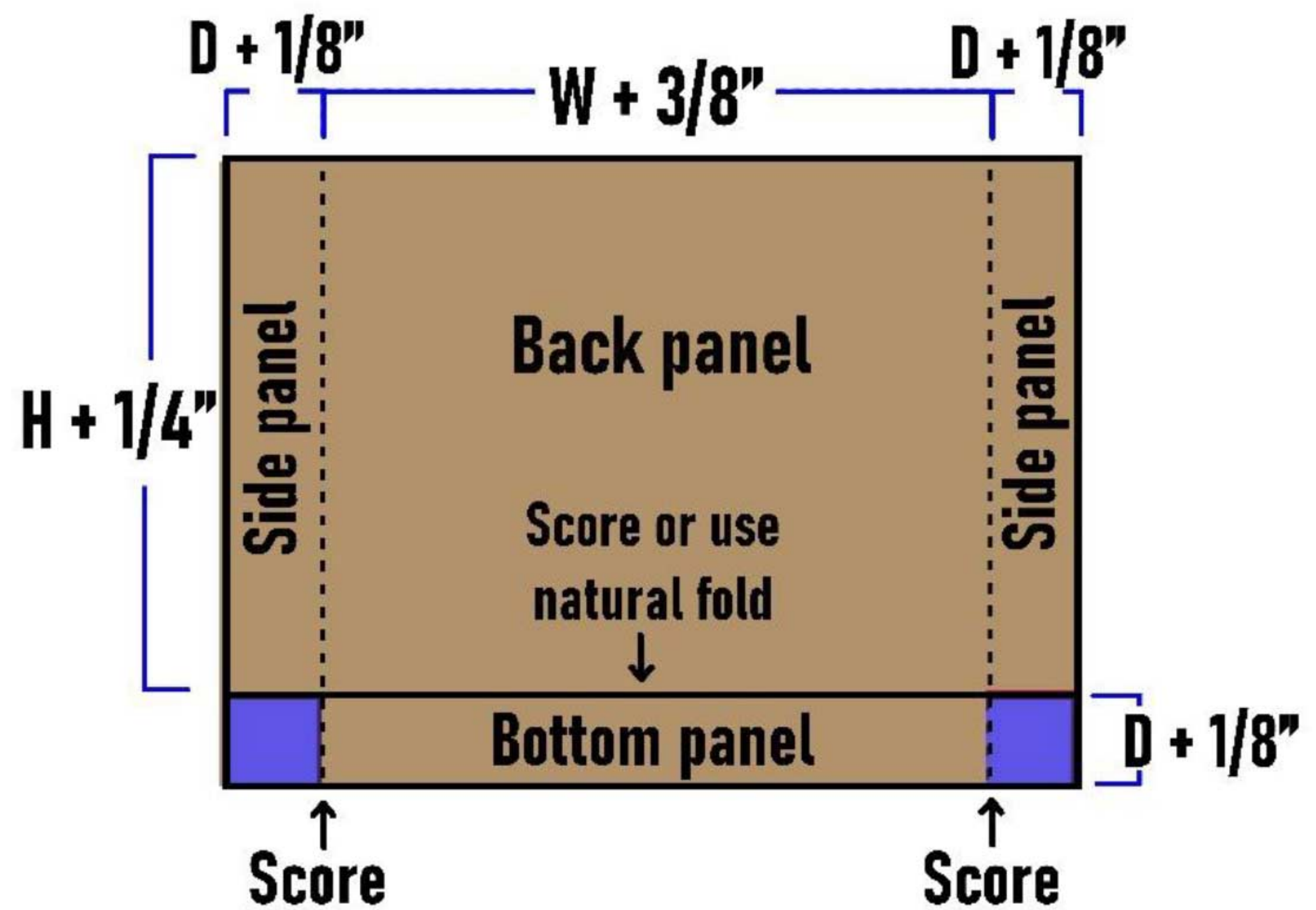


## 2nd side of box

Using the height, width and depth of the liner box, add the 1/8", 1/4" and 3/8" additions shown here to accommodate for the flaps from the first side.

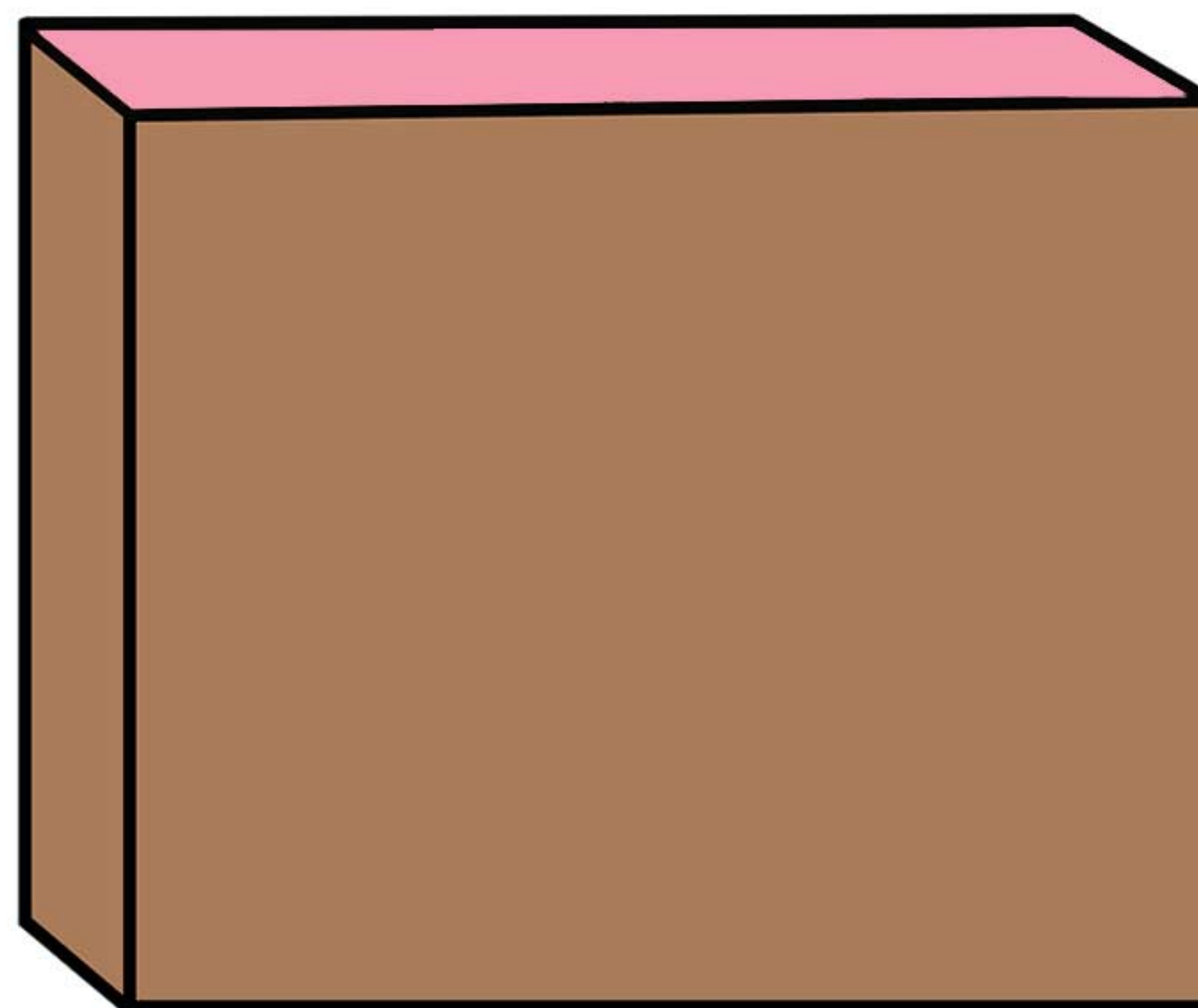
Lay out the 2nd side of the box on a piece of heavy cardboard. Cut out the outside shape of the box, score along the folds, and cut away the corners marked in blue.

Fold and tape this half of the box to the liner.



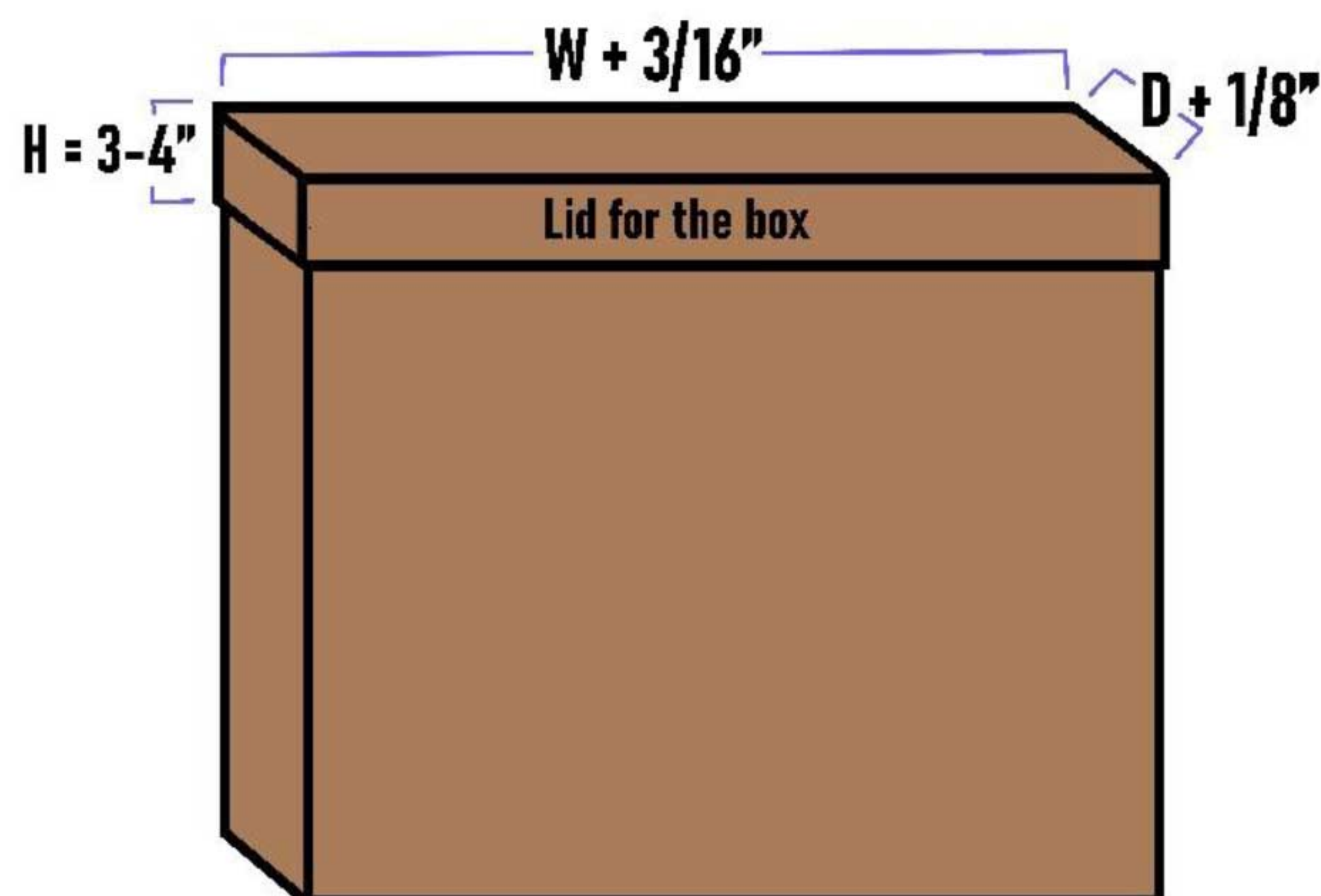
## Measuring for the box lid

Measure the outside width and depth of the cardboard box opening, with the lid of the liner in place.



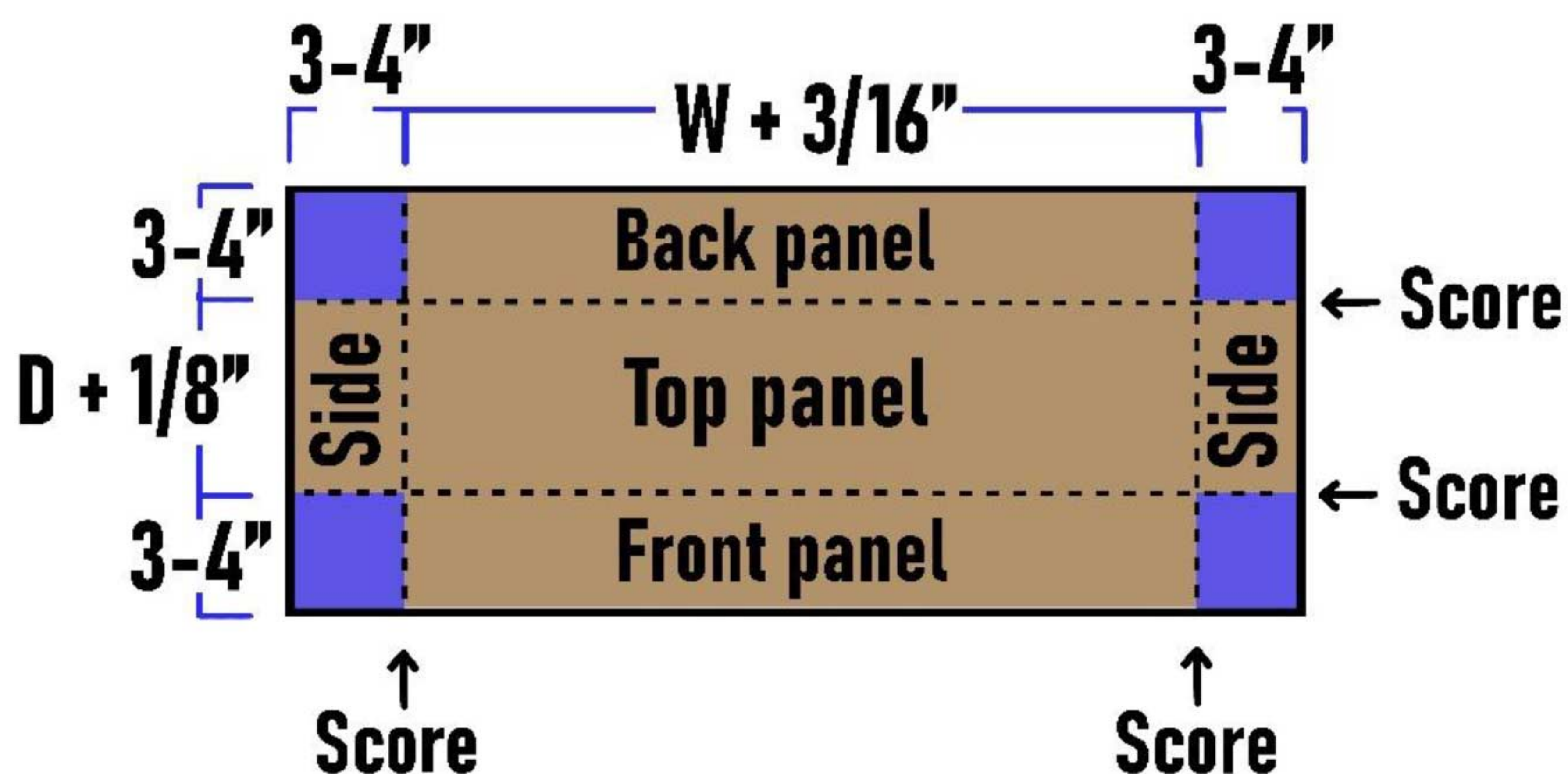
To those measurements, add the  $\frac{3}{16}$ " and  $\frac{1}{8}$ " shown here to accommodate for the fold of the flaps.

Determine the height of the box lid (between 3-4" is good).



Mark out these measurements on the cardboard. Cut out the outer shape, score the folds, and cut away the corners marked in blue.

Fold and tape the lid.



## **Packing the box**

**Now that the box is finished, you can pack your print.**

**Put some bubble wrap in the bottom of the box and along one side. Tip, put your name on all of your packing materials to ensure that they're returned with your box.**

**Insert your wrapped print, and then add some bubble wrap to the other side and on top of the print.**

**Put the pink foam liner lid in place.**

**If you want to include a prepaid return shipping label or packing instructions, tape these to the top of the pink liner lid.**

**Add the box lid and tape it in place.**

**If you wish, add "Open here" or draw a dotted line to indicate how to open the box.**

**Add the shipping label and you're ready to ship your box!**