

LibShip Express - Packing Checklist

Use this checklist to ensure you have packed and prepared your shipment correctly. Mark each item as completed before handing over your shipment to LibShip Express.

- ☐ All items securely packed in boxes, barrels, or containers
- ☐ Boxes and barrels labeled with shipper and receiver name/contact
- ☐ Fragile items properly cushioned
- ☐ Prohibited items removed (flammables, perishables, restricted goods)
- ☐ Photocopies of shipment documents (title, ID, invoice, etc.)
- ☐ Shipping Authorization Form signed and submitted
- ☐ Weight estimate provided (if applicable)
- ☐ Photos taken of packed shipment (optional but recommended)
- ☐ Payment confirmed or arranged
- ☐ Pickup/delivery schedule confirmed with LibShip Express

For questions, email info@libshipexpress.com or call +1 (651) 500-8973.