

Guidelines for Shipping

1. Shipping an audio unit in a box to Noble Electronics:

Most factory packaging comes with an inner and outer box, plus some other type of packing material ... like foam end caps. Sometimes bubble wrap or brown kraft paper is used to fill free space in the box. As a general rule, factory packaging is the best way to ship because manufacturers often had their packaging designed by professionals.

The best packaging will include the following:

- ❑ One or two (one inner and one outer) double-wall cardboard boxes.
- ❑ Foam end-caps or contoured foam trays to securely hold the unit in the box.
- ❑ Filler material, like bubble wrap, foam peanuts, and brown kraft paper for free-space areas. Note: Newspaper is discouraged by the shipping couriers, because it does not supply enough protection.
- ❑ Bubble wrap is best to use in conjunction with other forms of packaging. Bubble wrap can be popped in shipping if it alone supports a heavy piece.
- ❑ Good quality shipping tape is a must. Avoid using duct tape, as this can get quite messy in transit, and make sure top and bottoms seams are adequately taped.

More shipping info:

- If you are recycling older shipping boxes, be sure to check for previous holes or other signs of damage and fix these problems before you ship.
- Please Note: Shipping companies like UPS, FedEx and the US Postal Service may pay claims on items that are damaged ONLY if the packaging is well-suited to the contents of the box.
- Fragile stickers are useless if a box is not packed properly.
- A loose unit in a box full of loose shipping peanuts is a disaster waiting to happen! The contents will move around in the box during shipping toward the sides of the box, making it more vulnerable to impact.
- A single-wall box with a 25 lb. unit inside could be a candidate for damage unless the areas surrounding the unit are adequately protected with two or more layers of large bubblewrap and/or heavy brown Kraft paper. Keep in mind that you also want to limit movement in the box.
- If your box does not seem strong enough, you can reinforce this with cut cardboard panels along the inside walls, bottom and top.

A mental packaging exercise:

- Imagine your equipment in your packaging being dropped from four or five feet onto a hard surface. Ask yourself if it will survive this kind of treatment. If there is any doubt, it is best to reinforce or improve your packing.

Return shipping:

- If we determine that your boxing is inadequate for return shipping, we may suggest adding to your packaging, but we do not always have extra boxes in stock. It is the responsibility of the owner/original shipper to set the standard for return shipping. The best policy is to *overpack* and insure adequately just in case.

2. Sending a circuit board to Noble Electronics:

- (a) Before packing up circuit boards, be sure to observe safe ESD practices while handling bare boards. When preparing to ship, please ship circuit boards in an anti-static Mylar foil bag. If a foil bag is not available, wrap the circuit board in kitchen aluminum foil to protect it from ESD, then wrap with paper. Box it up with sufficient packing material to prevent physical damage to the contents of the box.
- (b) If you are working, or just inspecting inside of an audio unit, be sure to ground yourself to prevent creating ESD (electrostatic discharge) which can damage sensitive components on the circuitboard like ICs. See the link on the Noble main page [ESD Wrist Strap](#) for making an ESD prevention wrist strap.