

# Sample Pack-Out SOP

Prior to fulfilling your orders, MasonHub requires a document describing the details of each pack-out variation you need. You can use the following sample as a guide.

## Ensure your SOP contains the following:

- Breakout of each of the materials included in the pack-out
  - Photo
  - Description
  - Quantity
- Placement of each item in the mailer
  - Specific folding instructions
  - Removal from polybags
  - Spacing of tissue paper
  - Location of packing slip, etc.
- Guidelines based on order size, if applicable
  - Pack-out for Regular orders (1-3 items) – use 6” x 6” x 2” mailer box with tissue
  - Pack-out for Large orders (4+ items) – use 6” x 12” x 2” mailer box and omit the tissue paper
- If kitting
  - Provide a separate SOP describing how each kit should be assembled and packed
  - Kits must be previously agreed upon with your Account Manager
- If using Value Added Services (VAS)
  - Provide specific guidelines on how these items should be treated (e.g., add blue card and sample insert for orders tagged with “VIP\_Promotion”)
  - VAS must be previously agreed upon with your Account Manager

~ If your packing guidelines change, submit a revised document to your MasonHub Account Manager. They will be in touch with any subsequent changes to pricing and timing estimations. ~



# Dragonfly Cosmetics

## Order Fulfillment | Packaging SOP

\* Please note: The following is for demonstrative purposes only and does not reflect an existing company or their products. \*



# Packing Guidelines | Materials

**Mailer Box 6" x 6" x 3"**  
1 unit



**Lavender Tissue Paper**  
1 unit



**Bubble Bag 5" x 6.5"**  
1 unit



**Dragonfly Cosmetics Sticker**  
1 unit



# Packing Guidelines | Steps

1. Fold tissue paper, with a crease in the center, so the width of the tissue aligns with the width of the box.

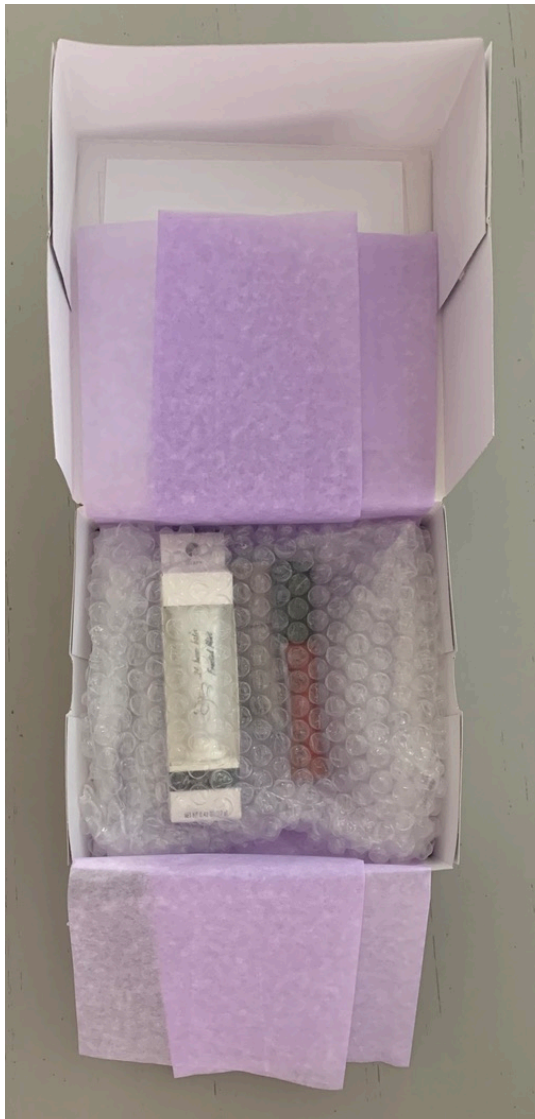


Tissue paper should be as flush as possible with the edge of the box without crumpling. There should be no more than  $\frac{1}{4}$  inch difference on either side.

2. Place cosmetics in the bubble bag, with the product names facing up. Fold the self-seal adhesive flap over so it is enclosed on the back.



3. Insert the sealed bubble bag into the box, with product names facing up. Close the tissue paper with a "Dragonfly Cosmetics" sticker.

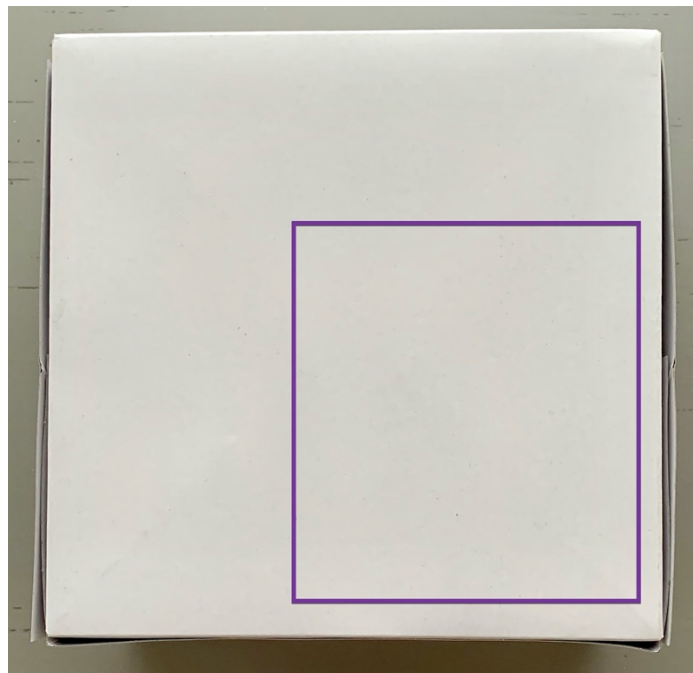


The edges of the bubble bag can be tucked under to fit snugly within the box.

4. Close and seal the box with tape along the three bottom edges (front middle & two sides).



5. Affix the shipping label on the bottom of the box.



The shipping label can be aligned with any of the four corners.

