

## Keep Your Warehouse Well-Organized

If warehouse is well organized, the task to find packages also becomes easy and saves time.



## Keep an Accurate Inventory Count

Keep a track of incoming and outgoing packages to ensure a well-counted inventory



## Double Check Each Order

It's not pleasing when a customer received a wrong order. Hence it is important to double check each order to attain accuracy



## Report Damages

Report any damage of package in transition to your superior immediately



## Minimize Damage

The aim should be to design packages in a way that they are protected from damage but are light enough to avoid an increase in the weight of finished goods



## Use right material to pack

Paperboard, aluminum, and plastic are the initial choices. Paperboard and plastic are very lightweight and can protect finished items quite well

## Recycle is important

In addition to this, the recycling aspect of the paper, cardboard, and some plastics can help reduce the amount of waste going into local landfills

