



June 16, 2003

Mr. Joe Smith
ABC Company
7990 Auburn Rd.
Concord Township, OH 44077



Subject: PadPak[®] Package Designs for Wood Bookcase

Dear Mr. Smith:

We designed three different PadPak[®] packages for a 300 Series Sectional Bookcase provided by your company. Following are detailed descriptions of our PadPak[®] designs.

PadPak[®] Package Design #1 for 300 Series Sectional Bookcase:

1. We used your current corrugated shipping container for this design.
2. Produced two (2) – 96 inch pads. Placed the pads across the top of the box as shown.



3. Produced three (3) – 48 inch pads. Placed these pads across the top of the pads from step #2 to form a “cross” configuration as shown.



4. Placed the bookcase on top of the crossed pads and lowered it down into the bottom of the box.



5. Folded the remaining loose pad ends over top of the bookcase.



6. Closed the flaps and sealed the box with pressure sensitive tape.
7. Total PadPak[®] used in this package design was **30 linear feet**.

PadPak[®] Package Design #2 for 300 Series Sectional Bookcase:

1. We used your current corrugated shipping container for this design.
2. Produced two (2) – 96 inch pads. Placed the pads across the top of the box in a “cross” configuration as shown.



3. Placed the bookcase on top of the crossed pads – centered as shown.



4. Produced a 60 inch pad. Folded the pad in half to create a double thickness and placed it along the front glass portion of the bookcase as shown.



5. Lowered the bookcase down into the bottom of the box.



6. Folded the remaining loose pad ends over top of the bookcase.



7. Closed the flaps and sealed the box with pressure sensitive tape.
8. Total PadPak[®] used in this package design was **21 linear feet.**

PadPak[®] Package Design #3 for 300 Series Sectional Bookcase:

1. We used your current corrugated shipping container for this design.
2. Produced a 96 inch pad. Formed the pad into a loose coil and placed it into the bottom of the box.



3. Produced two (2) – 96 inch pads. Placed the pads across the top of the box in a “cross” configuration as shown.



4. Placed the bookcase on top of the crossed pads – centered as shown.



5. Produced a 60 inch pad. Folded the pad in half to create a double thickness and placed it along the front glass portion of the bookcase as shown.



6. Lowered the bookcase down into the bottom of the box. **Note:** The bookcase was pushed downward to nest it into the bottom coiled pad.



7. Folded the remaining loose pad ends over top of the bookcase.



8. Closed the flaps and sealed the box with pressure sensitive tape.
9. Total PadPak[®] used in this package design was **29 linear feet**.

Summary & Comments:

The PadPak[®] material used in this package design was 3 ply – 30/50/30. This material has excellent cushioning properties and would make a great packaging material for your bookcases.

We would also like to suggest that you consider slightly increasing the length and width of your current shipping container. It is recommended by the small parcel shipping companies that you allow for 2 inches of cushioning material around the perimeter of the product. In your current shipping container you have only have approximately 1 inch. We would also like to note that for designs # 1 & #3, it would not be necessary to cut down the container.

The sectional bookcase was packaged in PadPak[®] design #3 described above and will be delivered to you by your sales representative.

Thank you for the opportunity to work on this project. If you have any questions regarding these PadPak[®] designs, please do not hesitate to contact me. I can be reached at (800) 726-7257, ext. 8124 or by e-mail at sbaiers@ranpak.com.

Sincerely,

A handwritten signature in black ink that reads "Shawn M. Baiers". The signature is written in a cursive style with a large initial 'S'.

Shawn M. Baiers, CPP
Packaging Engineer