
Balikbayan Box Packaging Guidelines

THINGS NEEDED:

- Shipping Box – Contact your local FOREX Cargo agent to purchase or you may also get a similar box from U-Haul/Home Depot/Office Max. Make sure that the specs are close with FOREX boxes.
- Clear Packing Tape (Gray Duct tape is not recommended)
- Scissor/Cutting tool
- Pen and Marker
- Two Large Trash bag to be used as liner
- Freezer bags to be used for liquid items

STEPS:

1. Create a checklist and write down the lists of items as its been placed in the box
2. For protection place the large trash bag inside the box
3. Begin packing by neatly fold items that would serve as cushion
4. Place liquid items such as mouthwash, shampoo, conditioner, etc inside the freezer bags, to protect other items
5. Secure the caps with tape before closing the grocery bag
6. Place padded materials on the sides
7. Listed are the following materials or goods that are NOT accepted by FOREX CARGO.
 - Currencies
 - Precious Metal or Stone
 - Fire Arms/Ammunitions
 - Explosives/To Guns
 - Money Orders
 - Traveler's Checks
 - Drugs
 - Perishables
 - Lewd, obscene, or pornographic materials
 - Industrial carbons and diamonds, Communication Equipment
 - Combustible materials
 - Motor vehicle parts
6. Electronics are permitted but subject to tariff tax. Call Aurora Office for more details
7. Invoice must be properly filled with address and phone number of the recipient
8. Fill out declaration section of the invoice as accurate as possible. COFOREX and FOREX Cargo (CAL) Inc. will not be responsible for any charges or delay from Philippine customs which caused by sender misrepresentation.
9. Be considerate. For safe handling, do not make the box so heavy. If possible, spread out the heavy items to other boxes
10. Cushion the top with padded materials. Place trash bag on top to protect the items inside
11. Place a copy of the lists inside before closing the box
12. Seal the box with a clear packing tape. Make sure all corners and joints are well taped
13. Using the permanent marker, label at least one side of the box with printed sender and consignee information. Make sure you provide the Name, Complete address, Telephone Number, Cell Phone and eMail

If you have any additional questions or need help redeeming your Gift Certificate, please call (303) 317 – 3989 or email us at info@coloradoforex.com