Overview	Couriers must follow package handling guidelines to ensure more efficient delivery planning and execution.
Person Affected	Couriers in all operating cities and branches kingdom-wide involved with delivering/handing shipments to customers for acceptance.
Instruction	During delivery, move packages into the final selection area of your vehicle so you can easily retrieve them for delivery.
	Follow these guidelines for handling packages in your vehicle as you deliver shipments
	Packages Selection Area:
	In panel vans, put packages just inside the side door and put document containers just inside the side door near the bulkhead.
	Package Labels:
	Always place the label facing you. For example, face packages on the van floor towards the side door for final section.
	Next 3-5 Stops:
	Visualize each stop as you move packages to the final section area.
	The "One Look" Habit:
	Visualize the actual delivery as you move packages to the final selection area.
	Package Handling:
	Do not move packages after they are moved into the final section area until you select them for delivery.
	Positioned Packages:
	• Move an average of four (4) packages at a time by sliding them to the final section area. • The number of packages may vary (3-5) but no more than 5, to avoid undue strain.

	- You do not need to position packages in stop for stop sequence as long as you identify and remember. - Large or Irregular Packages (Walk-Through Van) - Locate the first deliveries in the aisle row of packages nearest the bulkhead door. - Put packages in delivery sequence as you move them. - Do not place large or irregular boxes in stop sequence on shelves because of size. - Multiple Piece Shipment (MPS) Stops - Stock packages separately along the rear of the van. - Do not move packages to the rear door until you select them for delivery. Returns and Send Again Consolidate packages that you will not use again and that will not interfere with the day's activities but will allow unloading without disturbing other packages.