



**BIKE  
DELIVERY**

HOW TO GUIDE

# Packaging up your Bike

Help protect your bike during shipping and arrive in good condition. Follow this **4 step guide** to help you package your bike for shipping.

## What you're going to need...

### Tools

- Allen Key

### Packaging Materials

- Cardboard Bicycle Box
- Bubble Wrap or Polystyrene Packaging Peanuts
- Adhesive Tape
- Cable Ties



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### STEP 1

## Remove the Pedals

If pedals are not removed, you run the risk of them piercing through the cardboard and getting damaged. Using the Allen Key, unthread the right-pedal (counter-clockwise to loosen) and vice-versa for the left. Wrap each pedal in bubble wrap.

### Top Tip

Use a freezer bag or plastic pouch to keep pedals, bolts and other small objects safe



### STEP 2

## Remove the Front Wheel

Turn your bike upside down, loosen the bolt using the Allen Key and remove the front wheel from the brake blocks. Newer bikes will have a quick release bolt.

### Top Tip

Protect the rear wheel axle by covering with bubble wrap

### STEP 3

## Loosen the Handlebars

Using the Allen Key loosen the handlebars until they are detached from the frame. Using the cable ties, secure the loose handlebars to the main body of the frame.

### Top Tip

To protect the frame, handlebars and forks from scratches wrap in bubble wrap (or foam piping) and secure with cable ties.



### STEP 4

## Pack The Box

For extra protection line the bottom of the box with approx. 2 inches of bubble wrap or polystyrene packing peanuts. Lift the frame with attached components into the box and if you have used a bag for your accessories, tape this to the inside of the box. Fill the rest of the box with remaining bubble wrap or polystyrene packing peanuts. Secure the box closed with plenty of adhesive tape and mark which way is up.

Remove packaging from the plastic sleeve and unfold the box. Please note if you have purchased bubble wrap you will find this enclosed. Secure the bottom first by rotating the box so that our logo is upside down, fold inwards the (shorter) side tabs then fold on top the (longer) tabs and secure with tape. The box should now resemble a rectangle and measure 145x90x20cm. Rotate the box and begin packaging the bike carefully inside. If you purchase additional internal packaging you will find this enclosed.

