

Chapter 5: Pre-Shipment Requirements

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CHAPTER OVERVIEW

Packing merchandise carefully and utilizing the basic guidelines below is essential to ensure your product arrives at Tuesday Morning safely and in good condition. Employees preparing the shipment must have a good understanding of Tuesday Morning's packing and labeling requirements and ensure product information matches what is shown on the purchase order. Notify the Buyer or Merchandise Coordinator prior to shipping any known discrepancies so that they can be corrected on the purchase order, specifically pertaining to **inner packs (IP) and master packs (MP)**. If the inner pack quantity and/or master pack quantity is listed incorrectly on the purchase order, packing list, or carton labels, the correct quantities may not be received by the Tuesday Morning warehouse, resulting in invoice discrepancies.

Non-Conformance with Tuesday Morning's carton packing and labeling requirements may generate chargeback fees against a purchase order.

General Packing and Labeling Requirements

- All furniture items must be packed in cartons with packaging to limit damages; exceptions must be approved by buyer.
- Packing must include the purchase order number (PO#) all manufacturer style numbers, colors, inner pack (IP) quantity, and master pack (MP) quantity of each item shipped.
- Packing List must be attached to the last carton loaded in the shipment. *If the shipment requires multiple trucks, the packing list must be attached to the last carton loaded on each truck.*
- Email the packing list to packinglist@tuesdaymorning.com

Bulk Shipment Packing or Single SKU Master Packs (See examples of carton label and purchase order illustrations for Bulk Shipments)

- Ship one SKU# (Mfg. Style) per carton. Do not mix different items into the same carton unless the SKU is written as an "assorted" SKU and is specified on the purchase order as "assorted."

Complex Casepack or Pre-Pack Shipments (See examples of carton label and purchase order illustrations for Multi-Sku Complex Casepacks)

- If a purchase order requires a shipment to be pre-packed or complex case packed, each carton must be packed as specified on the purchase order. Any variance in the packing of complex case packs or pre-pack shipments is strictly prohibited. Contact the Buyer or Merchandise Coordinator with questions.
- Nested items (such as luggage and baskets) are Multi-Sku Case packs.

CARTON LABELING REQUIREMENTS

- Every carton must have all of the required data elements on the carton.
- The label or markings must be on the front of each carton. DO NOT put labels on the top of cartons.
- Do not place shipping labels over federal information.
- Labels must be at least 4 inches x 6 inches. Unless the box is smaller than 4 inches x 6 inches.
- All information must be stenciled or printed on labels (no handwritten labels accepted).
- Carton Labels must include:
 - Tuesday Morning Name and Address (listed on PO)
 - Tuesday Morning PO number
 - Tuesday Morning Sku Number and/or Pack Name
 - Inner Pack Quantity (Number of Units in the Inner Carton)
 - Master Pack Quantity (Number of Units in the Master Carton)
 - Pre-Ticket Designation (Yes or No)
 - Country of Origin (required for ALL shipments)
 - Mark "Fragile" if applicable
 - Color (if applicable)

Packing, Pallet or trailer loading questions may be directed to: supplychainanalysis@tuesdaysmorning.com.

BULK SHIPMENTS / SINGLE SKU MASTER PACKS

Example – Single SKU Packed – Carton Label Requirements

Tuesday Morning (Distribution Center)
4610 Langland Road
Farmers Branch, TX 75244
(800)457-0101

PO# _____

SKU # _____

Mfg Style# _____

Color (if applicable) _____

Inner Pk Qty (# pcs per Inner Carton) _____ * Must match PO

Mstr Pk Qty (# pcs per Mstr Pk) _____ * Must match PO

Pre-Ticketed: YES/NO

Country of Origin (required for ALL orders) _____

FRAGILE: YES/NO

Inner Pack Label must contain:

- Mfg Item and Style Number
- Mark each carton on the front (DO NOT put on top of carton)
- Label size must be at least 6 inches by 4 inches and legible (approximate size)
- Ensure PO Number and SKU# are included
- Ensure IP and MP quantities are same as stated on Purchase Order

This example should be used for all shipments where only one SKU will be packed per carton.
The only exceptions will be PO-designated Pre-Pack orders.

MULTI-SKU, PRE-PACKED MASTER PACKS

(Use only when Buyer has designated Pre-Packs on the Purchase Order)

Mark master packs with Multi-SKU #s on labels when shipping pre-packs.

Example – Pre-Pack, Multi-SKU Pack Requirements

Tuesday Morning (Distribution Center)

4610 Langland Road

Farmers Branch, TX 75244

(800) 457-0101

PO# _____

Pack Name _____

SKU# _____ Mfg Style # _____ Qty _____ Color _____ Size _____

SKU# _____ Mfg Style # _____ Qty _____ Color _____ Size _____

SKU# _____ Mfg Style # _____ Qty _____ Color _____ Size _____

SKU# _____ Mfg Style # _____ Qty _____ Color _____ Size _____

(Include color and/or size w/Mfg Style # if applicable)

Pre-Ticketed: Yes/No

Country of Origin (Required for ALL orders): _____

FRAGILE Yes or NO

- Mark each carton on front (DO NOT put on top of carton)
- Label size must be at least 6 inches by 4 inches and legible (approximate size)
- Ensure PO Number, Pack Name, TM SKU #s and Mfg Style #s are included
- Ensure pre-pack quantities are same as stated on purchase order

This example should be used for all shipments where pre-packs have been defined for the order and each carton will contain pre-packs.

There are 3 different variations that may be requested. See next page for specific differences and area on the purchase order where information will be located.

Seasonal and Event Symbols Requirements

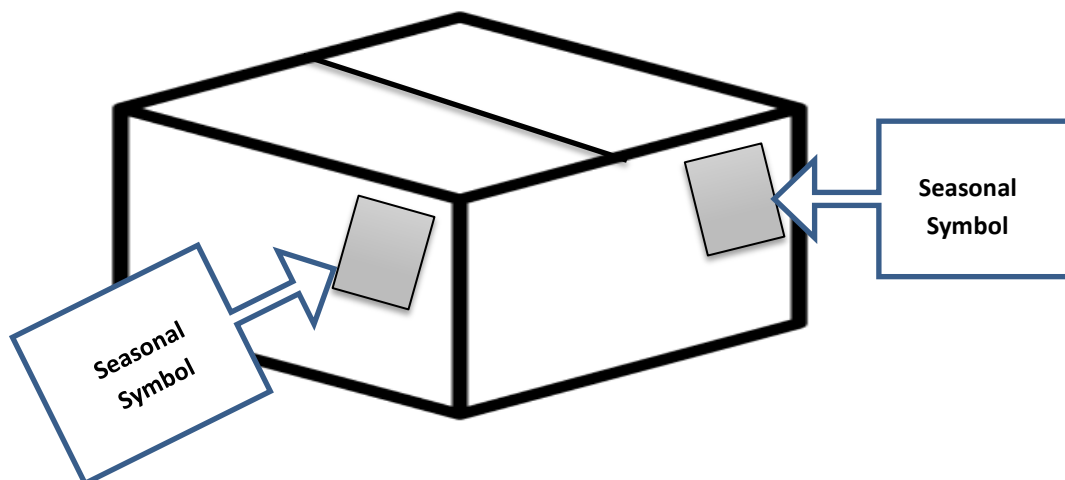
(Use whenever a buyer indicates that your PO is seasonal or Green Card)

Seasonal and event symbols are required for POs that are indicated as seasonal or Green Card. The symbol and week number you should use will be indicated in the 'Special Instructions' section of the purchase order. The Target week for seasonal orders can also be found in the Purchase order Information section at the top of the PO. If the PO is both seasonal and Green Card, only use the Green Card symbols.

Tuesday Morning First Quality. Legendary Savings. (Billing Address): 6250 LBJ Freeway Dallas, TX 75240 Phone: 972-387-3562 Buyer's Fax: 972-991-5403 Report Name: TMVendorPOPrint	Purchase Order Information PO Number: [REDACTED] PO Type: Import PO Description: MOTION SENSOR TRASHCAN Order Date: 01/30/2017 Revision No: Revision Date: 04/13/2017 Ship Date: 04/22/2017 Cancel Date: 04/28/2017 Target Week: 2017/26 Terms: CAD 30 DAYS FOB: SHENZHEN, CHINA Buyer: [REDACTED] Pre-Ticket: Y Drop Ship: N
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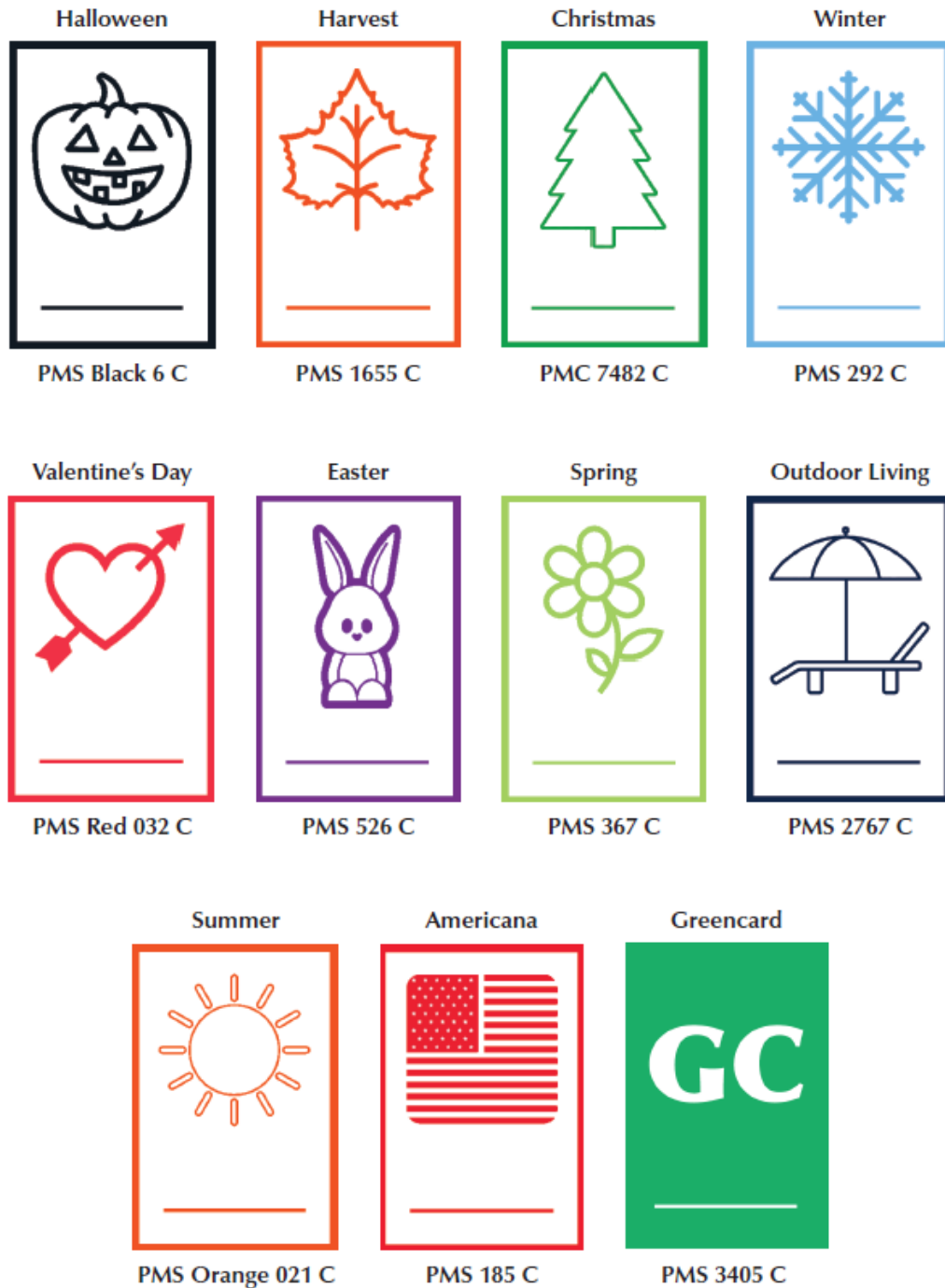
Seasonal/event symbols should be either printed or affixed on two adjacent sides to each master with the correct target or promotion week filled in. Labels must be at least 2" by 2.5" and be printed in the designated color. Seasonal symbols can be downloaded from tuesdaymorningvendors.com under the Documents section.

Note: If the adjacent side is less than 2.5" the seasonal symbols can be placed on the front and back of the carton. Please use the closest shade possible.



Seasonal and Event Symbols

You can download the .PDF version of these symbols on tuesdaymorningvendors.com. The color you should use is listed below each symbol. The target or promotion week will go on the line shown underneath the image.



PRE-PACK DEFINITIONS

- **Single SKU Packs** –A single SKU pack is defined as a collection of assorted colors and/or sizes for the same style of item, but for which Tuesday Morning will not differentiate in the SKU definition. The Merchandise Coordinator has defined packs that represent the relationship (ratio) of the various colors and/or sizes that should be packed together in a carton or case.
- **Multi SKU Packs** –A multi SKU pack is defined as a collection of assorted colors and/or sizes for the same style of item for which Tuesday Morning has differentiated the SKU definition for each color and/or size, or collection of styles. In either case, the Merchandise Coordinator has defined packs that represent the relationship (ratio) of the various styles and/or colors, and/or sizes that should be packed together in a carton or case.
- **Nested Set** –A nested set is defined as a collection of different styles that normally would be packed together in a way that minimizes the container due to the ability to place one item inside of another (e.g. luggage collection or various sized wicker baskets.) The Merchandise Coordinator has defined the set to gain the advantage of efficient shipping and/or distribution to stores. Again, these items are expected to be shipped together in the same carton or case.

INNER/ MASTER PACK LAYOUT

IP/MP:	INNER PACKS QTY:	MASTER PACK QTY:
	TOTAL # OF SELLING UNITS IN ALL INNER PACK	TOTAL # OF SELLING UNITS IN A MASTER PACK

Examples

IP = 3	MP = 9	IP = 1	MP = 100
Inner pack can be a poly bag or box.		Less than master pack will ship to store.	
OR			
IP = 100		MP = 100	
Master pack will ship to store.			



PACKS : NESTED PACKS:

Items nested inside one another.
Items grouped as 1, 2, 3 or L, M, S.
Items w/same style and purchase order qty.



	<u>IP</u>	<u>MP</u>
SM	1	1
MD	1	1
LG	1	1

Remember each line has its own qty of IP/MP.
Ask yourself – how many of this line is in the inner?
Ask yourself – how many of the line is in the master?



	<u>IP</u>	<u>MP</u>
SM	1	3
MD	1	3
LG	1	3

Nested Examples:

Luggage



Storage Boxes



Bowls



PACKS:

MULTI PACKS:

- Different PO line items are packed together in a case, a Pack page must be included with order.

Multi packed examples:



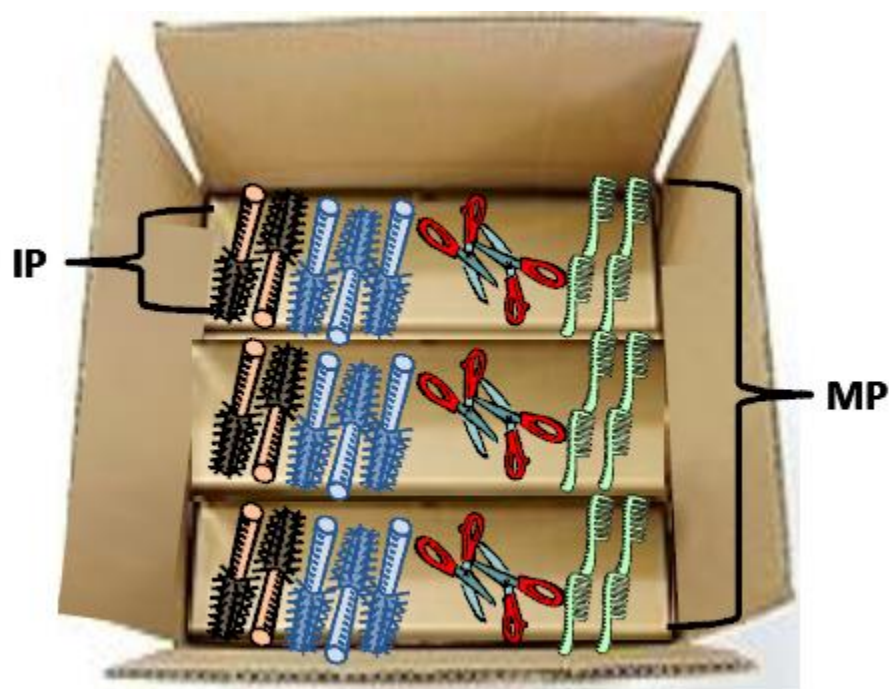
	IP	MP
LAMP 1	1	1
LAMP 2	1	1



	IP	MP
BTTRFLY 1	1	1
BTTRFLY 2	1	1
DRGNFLY	1	1
BEETLE	1	1



	IP	MP
SCISSORS	1	2
COMB	1	4
BRUSH BRN	1	2
BRUSH BLU	1	3



	IP	MP
SCISSORS	2	6
COMB	4	12
BRUSH BRN	2	6
BRUSH BLU	3	9

Attached is an example by type of pre-pack information printed on the Purchase Order. The PO details will include packing instructions for Single SKU packs, Multi SKU-packs, or Nested Sets.

Single- SKU Pack Example

Tuesday Morning
First Quality. Legendary Savings.

Report Name: TMVendorPOPPrint

Purchase Order Information

PO Number: 123456

PO Type: Domestic

PO Description: test single sku

Order Date: 10/30/2013

Line #	Status	MFG Style#	TM SKU #	Description	Feature-TM Color/ Product Size	Purch Unit (EA/ P/MP)	RU	RUM	Expiry Date	Purchase Qty	Open Qty	Received Qty	TM Cost (\$)	Comp Retail (\$)	Comp Sale Retail (\$)	Extended Cost (\$)	IP / MP	Length (in) / Width (in)	Height (in) / Weight (lb/oz)
3	Partially Shipped	1234567	1234567	DELUXE CHOCOLATE WASH	BRN	EA				864	778	86	1.00	4.99	0.00	864.00	3		
																	144		
4	Partially Shipped	2345678	2345678	DELUXE ROSE BATH	PNK	EA				312	2	310	3.02	14.99	0.00	942.24	12		
																	24		
5	Completed	3456789	3456789	DELUXE ROSE HAND	PNK	EA				288	-	288	2.00	9.99	0.00	576.00	12		
																	48		
6	Completed	0123456	0123456	DELUXE ROSE WASH	PNK	EA				288	-	288	1.00	4.99	0.00	288.00	12		
																	144		
Total:										3,576	780	2,796	Total: \$ 7,248.48						

Multi-SKU Pack Example

Tuesday Morning
First Quality. Legendary Savings.

Purchase Order Information	
PO Number:	123456
PO Type:	Domestic
PO Description:	test pack
Order Date:	10/30/2013

Pack						Item							
Name	Pack ID	Type	Qty	Units Per	Total Units	TM SKU #	MFG Style#	Description	Units/Pack	Total Units	Feature - TM Color	Product Size	Per Pack
Pack 1	01234	Multi	912	3	2,736	1234567	1234567	DELUXE CHOCOLATE BATH	1	912	BRN		1
						0123456	0123456	DELUXE XHOCOLATE HAND	1	912	BRN		1
						2345678	2345678	DELUXE CHOCOLATE WASH	1	912	BRN		1

Nested Set Example

Tuesday Morning
First Quality. Legendary Savings.

Purchase Order Information

PO Number: 1111111

PO Type: Domestic

PO Description: test pack

Order Date: 10/30/2013

Pack						Item							
Name	Pack ID	Type	Qty	Units Per	Total Units	TM SKU #	MFG Style#	Description	Units/Pack	Total Units	Feature - TM Color	Product Size	Per Pack
Pack 2	54321	Nested	288	3	864	1111111	1111111	DELUXE ROSE BATH	1	288	PNK		1
						2222222	2222222	DELUXE ROSE HAND	1	288	PNK		1
						3333333	3333333	DELUXE ROSE WASH	1	288	PNK		1

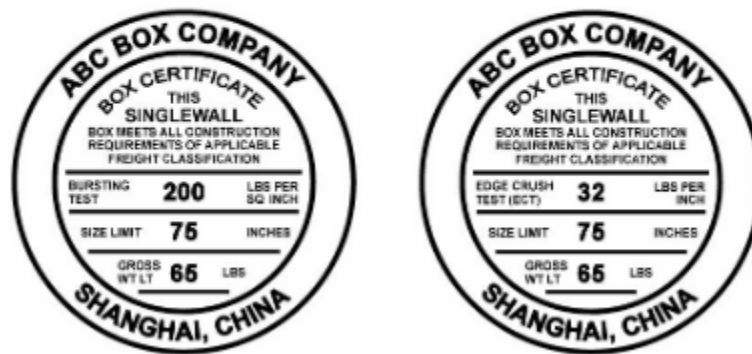
CARTON AND PACKING REQUIREMENTS

1. Do not over pack or under pack cartons. Use a shipping carton that fits the product being shipped. Merchandise should be packed 1/4 inch below the top of the carton, and 1/8 inch from the sides of the carton. When shipping clothing, the carton width should allow hangers to fit squarely in the carton, not at an angle.
2. Breakable products (crystal, glass, etc.) should be packed in a manner which prevents breakage during normal shipping and handling. *The vendor will be held responsible for breakage that occurs due to improper packaging.*
3. Seal cartons securely with security/reinforced tape. All openings on all sides of the cartons, including edges must be sealed.
4. Do not shrink wrap multiple cartons together as “one shippable carton” because they may become separated.
5. No metal or tape may be used to bundle hangers within cartons.
6. Small items must be packed so items are not concealed within a carton.
7. Tuesday Morning encourages the use of “environmentally friendly” (recyclable and/or biodegradable) packing materials whenever possible.

CORRUGATED CARTONS

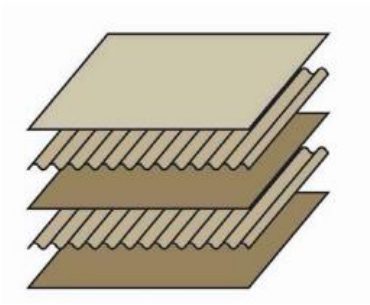
All packaging must be designed and manufactured to comply with all applicable standards as set forth by the National Motor Freight Classification (NMFC) to withstand the normal rigors of transportation and physical distribution processes. This includes the requirement that material construction of all inner packs and master cartons must meet a MINIMUM of 200 lb. burst / Mullen test, which is equivalent to a 32 ECT (Edge Crush Test). Failure to meet these minimum box quality and strength requirements could result in non-compliance chargeback fees for inadequate packaging. Using corrugated cartons that bear the box maker's certification stamp is recommended.

Example **Box Maker's Certification Stamp**

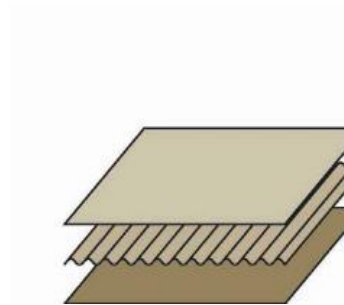


Tuesday Morning realizes that it can be challenging to find quality corrugated materials in certain countries. Tuesday Morning does not accept this challenge as the rationale for not meeting its minimum box quality standards. Some vendors have opted to address the challenge of poor paper quality by using 5-ply corrugated (double wall) versus 3-ply (single wall) cardboard. Tuesday Morning advises you against the practice of substituting 5-ply for 3-ply and assuming the switch will meet Tuesday Morning's box quality and strength requirements unless you have fully tested the material against the stacking and burst strength requirements as outlined above.

**5-Ply Corrugated / Double Wall
(not recommended)**



**3-Ply Corrugated / Single Wall
(recommended)**

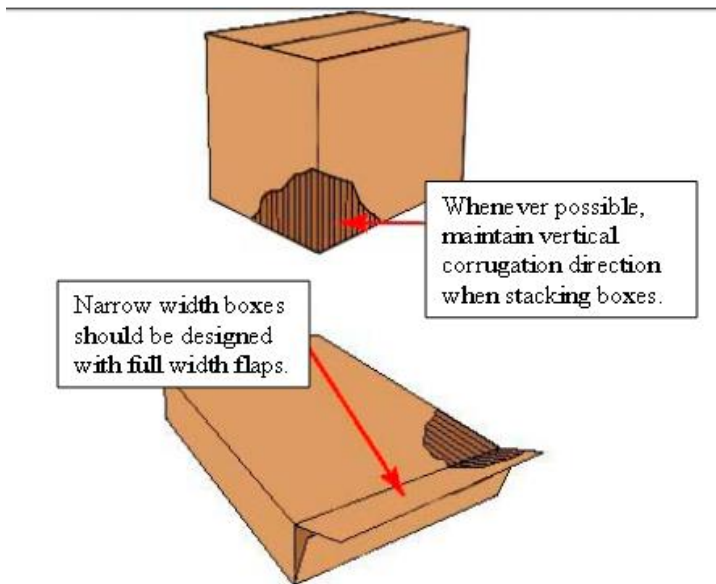


Full Overlap Box Example



STRUCTURAL DESIGN RECOMMENDATIONS

Whenever possible, corrugated boxes should be designed with the corrugation direction vertical to the stacking surface when stacked in their most stable orientation. Corrugated packaging is designed to provide the greatest amount of stacking strength when the corrugated flutes run in a vertical direction. Cartons should be constructed in a manner that maximizes the stacking strength of corrugated flutes.



Provide a *full overlap container* when designing boxes with narrow widths that are likely to be placed on or fall to their broadest faces for stability. A full overlap (FOL) box features major flaps that full cover the width opening on the box. This design will help increase the compression strength of the corrugated box and help in reducing damage.

PROTECTIVE/INNER PACKAGING

Appropriate packaging includes, but is not limited to, master cartons, inner packs, individual primary packaging, and protective internal packaging materials. Examples of protective internal packing material include: Styrofoam peanuts, corrugated dividers, corrugated corner protection, bubble wrap, or any other means needed to protect the items from damage. Tuesday Morning expects you to be in compliance with all NMFC standards related to protective/inner packaging materials. A combination of the above is needed to ensure sufficient protective and inner packaging is used to adequately protect merchandise throughout the packaging, shipping, storage, and retail phases.

Compliance with Tuesday Morning's corrugated box quality and strength requirements, in combination with adequate protective packaging, is required.

Tuesday Morning strongly encourages the use of biodegradable or recyclable inserts, fillers, and protective packaging whenever possible to reduce waste and demonstrate environmentally responsible behavior.

When shipping fragile items, use enough protective internal packing material to protect the carton contents so that products:

- Do not come into contact with each other in the carton.
- Are not packed so tightly or so loosely that they incur damage from vibration.
- Are not packed in a way that causes product to bear the weight of any boxes stacked on top.

Furniture made with medium-density fiberboard should have extra protective packaging to insure the corners will not be crushed.

If needed, use additional corrugated or foam dividers or inserts to provide additional stacking strength and support. When corrugated dividers or inserts are used, they must be placed so that the direction of the flutes runs vertically to allow for sufficient stacking strength.

COMMON BEST PRACTICES AND EXAMPLES

Use of Corrugated Inserts

In this example, the manufacturer has used corrugated inserts to separate their product (handled glass mugs) and to keep them safely secured during shipment. The direction of the handles on the mugs has been alternated to further ensure that the handles, which are the most delicate area of the product, are not all facing the same direction. Note that the flutes of the inserts are all running vertically (up and down) to provide maximum stacking strength and to help bear the load weight when these cartons are stacked during shipment and storage.



Use of Foam Inserts

In this example, the manufacturer was faced with the challenge of protecting a large glass vase during shipment and storage. They used custom molded foam inserts on the top and bottom of the product to ensure the item remained secure inside of the corrugated carton. The item cannot move and is kept safely away from the sides of the carton. The foam inserts also help to minimize chipping on the top or bottom of the product.



Use of Die-Cut Corrugated Inserts

In this example, the manufacturer used a corrugated insert that was designed to secure glass platters to avoid damage during shipment and storage. The insert prevents the plates from touching one another and being damaged or scratched, and provides additional structural support to increase the strength of the four bottom corners of the box.

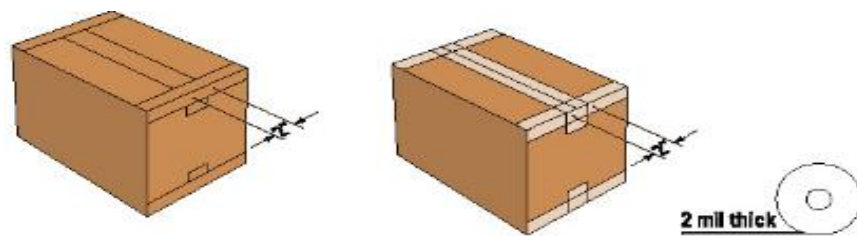


Use of Bubble Wrap, Corrugated Inserts

In this example, the vendor found it necessary to use a combination of bubble wrap and corrugated inserts. This is a heavy product and must be kept stabilized during transit, as well as ensure items do not come into contact with each other.

CARTON SEALING METHODS

Cartons must be sealed using a minimum of 2-inch wide by 2-mil thick pressure sensitive polypropylene film (plastic) box-sealing tape. Seal the pack box securely with 2 mil (0.05 mm), 2 in (50 mm) wide polypropylene film (plastic) box-sealing tape. Do not use paper tape to seal the boxes, as several of Tuesday Morning Stores are located in extremely humid locations, and the boxes could open exposing the product to potential damage.



FRAGILE LABELING



Examples of items that are typically considered fragile include, but are not limited to:

- Hollow ware designs, which may have thin walls or bottoms (bowls, planters, etc).
- Items with handles or other projections those are less strong than the rest of the item (cups, mugs, teapots, planters, etc).
- Heavy items (clay pots, saucers, etc).
- Metal tins (buckets, tubs, etc).
- Other items of concern (candle holders, chargers, figurines, ornaments, statuary, flat glass table tops, diffuser containers, porcelain pedestals, dinnerware, glassware etc).
- Finished frames or fine art with glass panels.
- Pre-made floral

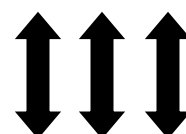
Examples of items that are not typically considered fragile include, but are not limited to:

- Yarn and other textile products
- Stickers
- Foam or Fiber filled products
- Paper (reams, packaged single sheets, etc).
- Apparel products (tee shirts, etc.)
- Books
- Unpainted wood or resin items (letters, numbers, plaques, etc).

Vendors are responsible for determining the fragility of their product and labeling cartons accordingly. If there is any question about whether a given item is fragile, vendors should contact their Tuesday Morning Supply Chain Analyst for guidance and direction prior to shipment.

DIRECTIONAL ARROWS

Some packing designs may require that product remain in a specific orientation during shipment and storage. These require appropriate directional arrows of “This Side Up” marking on both the master carton and inner pack.



Note: Use directional arrows only when necessary.

Bi-directional Arrows

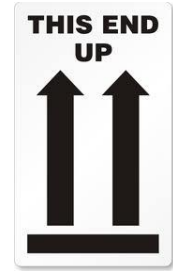
The carton can be stacked in either direction shown by the arrowheads, but not perpendicularly to the arrows or flat stacked.

Examples:

- Product packaging that cannot be safely stacked when laid flat or in the wrong orientation (example: Wall frames and framed art)
- Cartons that must be stacked with corrugate flutes oriented vertically to maximize stack height.

Unidirectional Arrows

Unidirectional arrows or “This Side Up” markings are only used on items that have a definite “top” of the carton and cannot be stacked upside down or on the sides without risk of damage to the contents. A strip/sticker/stencil at the top of the carton with directional arrows is an acceptable alternative marking.



Examples:

- Packaging that is reinforced on the bottom only, to better support weight of heavy products (example: large clay pots)
- Some packaging designs may require that the product remain in a specific orientation during shipment and storage. These require appropriate directional arrows or “This Side Up” markings on both the master carton and inner pack.

Carton Warning Label Placement Instructions

Markings should be located on the four largest panels of the six sided box (not the top and bottom). Tuesday Morning requires an image size that is equal to no less than 10% of the panel on which the marking is displayed to help easily identify cartons containing fragile items. Some commonly used warning labels are shown below.



PACKAGING DEFINITION – FRAGILE

DEFINITION – FRAGILE

Whether or not an item is considered “fragile” depends upon the combination of construction materials and design. Items made from glass, ceramic, and pottery are inherently more fragile than many other materials, but may not break easily (e.g. a marble is made of glass but does not break easily). A small, delicate item or even a large item with delicate features may be fragile even when made of more durable materials (e.g. resin or wood). Metal products that dent easily should be considered fragile.

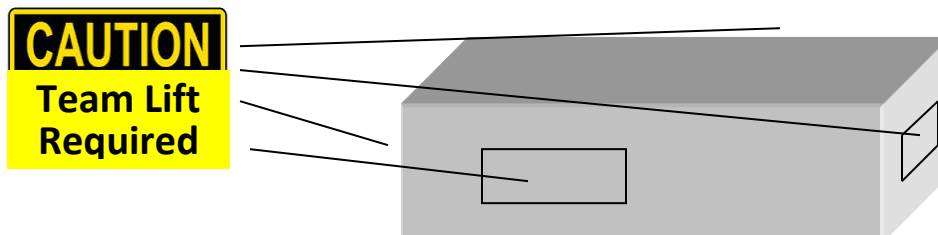
- Hollowware designs which may have thin walls or bottoms (e.g. vases, bowls, urns, planters).
- Items with handles or other projections that are less strong than the rest of the item (e.g. cups, mugs, teapots, planters).
- Heavy items (e.g. clay pots/saucers)
- Metal tins (e.g. Christmas cookie tins, buckets, tubs)
- Other items of concern (e.g. candleholders, chargers, figurines, ornaments, statuary, flat glass table tops, diffuser containers, candles, frames, Crystal, porcelain pedestals dinnerware, glassware).

In-house evaluation should be used to determine some aspects of fragility. For example: dropping an unpackaged item three (3) times from a height of three (3) feet (one meter) onto a vinyl-clad surface (e.g. a linoleum covered floor). If the item breaks or is otherwise damaged, the item should be classified as fragile.

Team Lift Label

Tuesday Morning requires a Team Lift Label on all cartons with inners that exceed 50lbs or 8 cubic feet. Tuesday Morning does not provide these labels.

- The label must state the phrase “Caution Team Lift Required”.
- Label both the short and long sides of the carton (as shown below).
- If you choose to apply an adhesive label, it must measure at least 3” x 3”.
- If you choose to add the Team Lift message to your existing carton markings (printed directly on the corrugated), the font size must measure at least ½ inch.
- The label (or marking) must be easily visible for Tuesday Morning associates in the distribution center and stores.



DROP TEST

Tuesday Morning requires you to drop test both your fully loaded master shipping cartons using an internal 10-point drop test in accordance with International Safe Transit Association Method 1A for ALL Glass, Ceramic, and Fragile items. A simplified version of this test is attached for your reference and use.

For existing items, continue to use in-house drop testing in accordance with the ISTA-1A standard. All new items must follow the below guidelines. Your Tuesday Morning Supply Chain Analyst may require drop testing for historically high-damage items or in specific instances where product could be susceptible to a high damage rate (e.g. large glass vases, large ceramic containers), and will discuss these with you if needed. Tuesday Morning also reserves the right to conduct drop tests during final inspections.

In addition to the NMFC guidelines for quality and strength of corrugated cartons and the Tuesday Morning minimum drop testing requirements for certain types of products, Tuesday Morning recommends that all vendors have their packaging tested by a third party facility to ensure packaging meets International Safe Transit Association (ISTA) guidelines. Provided below is a simplified version of a 10-point drop test set forth by ISTA for products under 150 pounds. This version can help you in the initial development of the packaging, but does not preclude the need to complete independent third-party testing for required items once the cartons have been developed and fully loaded with product. Each vendor continues to be responsible for providing packaging that flows through the supply chain, to Tuesday Morning distribution center and stores damage- free.

For more information about ISTA and for drop testing guidance for products exceeding 150 pounds, visit their website at www.ista.org. Vendors are reminded that package testing is vital in avoiding potential claims where inappropriate packaging was used to transport goods.

Simplified 10-Point Drop Test in Accordance with ISTA – 1A

The testing drop heights are dependent on the total weight of the product and package. The chart below lists the corresponding drop heights and specified weight ranges.

Total weight of master shipper (lbs)		Drop height (inches)
Equal to or greater than	Less than	
0	21	30
21	41	24
41	61	18
61	100	12
100	150	8

The sequence for the 10-point drop test is listed below. The sequence begins with the corner which has the highest probability of damage to the product or inner packaging. If this is unknown, use the bottom corner along the manufacturer's glue joint (observe the package in its normal shipping orientation to ascertain bottom of package).

DROPS		
Sequence #	Orientation	Specific Face, Edge, or Corner
1	Corner	Most fragile bottom corner
2	Edge	Shortest edge radiating from tested corner
3	Edge	Next longest edge radiating from tested corner
4	Edge	Longest edge radiating from tested corner
5	Face	One of the smallest faces
6	Face	Opposite small face
7	Face	One of the next largest faces
8	Face	Opposite next longest face
9	Face	One of the largest faces
10	Face	Opposite large face

These simplified Drop Test Guidelines are only to be used as a tool.

Tuesday Morning will continue to monitor damage rates for all high risk categories including glass, ceramic, and fragile items. In the future, categories and/or items with higher-than-normal damage rates may be required to undergo third-party ISTA testing through Bureau Veritas (BV) Testing Labs. Vendors will be responsible for the cost of this testing if product packaging is found to be insufficient to prevent damage. You will be notified if your product has been identified as a high-damage rate SKU by your Supply Chain Analyst.