

Arrival

Step 1

A “**pull-tear strip**” is located on the top of the box. Pull strip to open and retrieve luggage & return documents. For the return, there is a new adhesive label and a new destination form!

Do not open the bottom of the box.

Return

Step 2

• For the return journey, you need the following; the **white return label**, the white form with the **Manifest** and the **red security labels**.

Step 3

• Put the **suitcase** back in the box

Step 4

• Close the box on top with the **adhesive strip**.

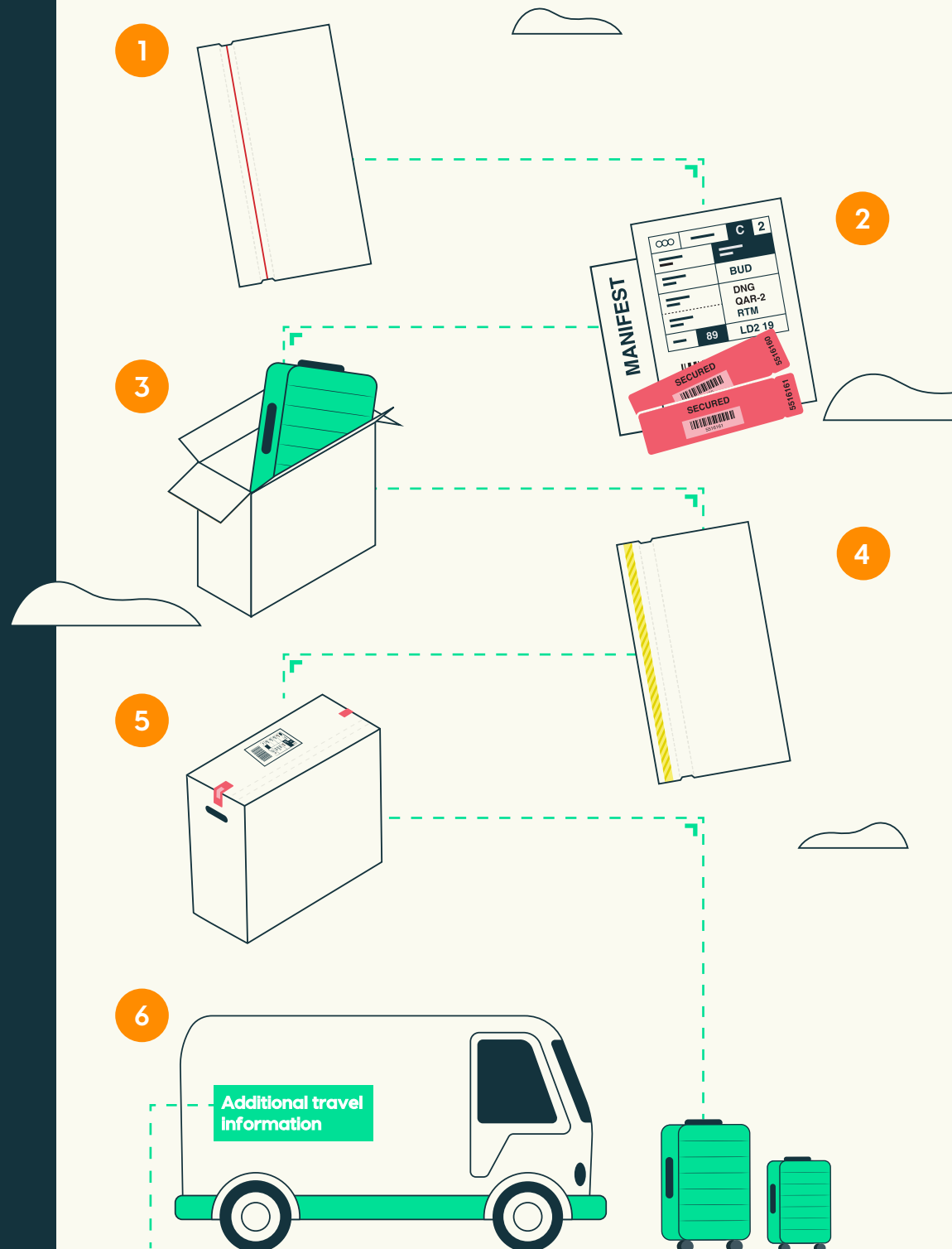
Step 5

- Stick the **white return label** on top of the box, for the return journey.
- Stick the red “**security labels**” on both sides of the box, so that the box is firmly closed.
- The **Manifest** document should not be included in the shipment. You keep it for yourself.

Step 6

• The suitcase is ready for shipment. Bring the suitcase to your pick-up point that is assigned by your accommodation or give it to the courier yourself.

Arrival & return



- The **Manifest** contains important information about the shipment of your suitcase(s). This Manifesto also includes your unique “**BAG**” number. You can use this document if you have any questions about [Bagbooking.eu](https://www.bagbooking.eu) or if you are in discussion about the shipment of the suitcase(s), with the courier or your accommodation;
- Each shipment (1 or more suitcases) has only 1 **Manifest** document;
- Each suitcase has 2 **red “security labels”**;
- Each suitcase has 1 **white return label**;
- All shipping documents can be found in a **plastic folder** in the box (2 red **security labels**, 1x **Manifest**, 1x **white return label**)