

**SECTION D**  
**PACKAGING AND MARKING**

1. **PACKAGING**

Preservation, packaging, and packing for all shipments or mailings of all required submittals shall be in accordance with good commercial practices. This shall include adequate packaging and marking to prevent deterioration and damage during shipment, handling, and storage and be adequate to ensure acceptance by common carrier and safe transportation at the most economical rates.

The contractor shall avoid elaborate or excessive packaging. To the maximum extent practicable, the contractor shall use recycled content packaging and packing materials and avoid use of non-recyclable packaging and packing materials. For guidance on percentages of post-consumer recycled content and sources of supply, see United States Environmental Protection Agency's Comprehensive Procurement Guidelines at <http://www.epa.gov/cpg/products/paperbrd.htm>

2. **DELIVERABLES**

All deliverables shall be shipped F.O.B. Destination with all shipping and transportation costs prepaid. The F.O.B. Point for all work will be identified in individual Task Orders.

Proofs shall be shipped by either registered or certified mail to ensure that shipments can be traced, if lost. The high value represented by the preliminary elements, working elements, and compilation packages require that they be shipped by Federal Express or similar courier services which can deliver directly to the Contracting Officer's Representative. Replacement materials or cost for lost items will be recovered from the contractor. Some digital data may be transmitted via Internet.