



## **Gaylord Collection Box Assembly: 4ft Tube Boxes (48"x40"x48")**

1. Start by unfolding the flattened Gaylord box into a rectangular shape.
2. Fold two of the bottom flaps over the box opening until they meet in the middle.
3. Fold the other two flaps until they meet in the middle.
4. Affix two (2) strips of packing tape down the middle of the flaps.
5. Once the bottom of the box is sealed it can be centred on the pallet (48x40) provided by PCA so it does not sit outside the pallet, as it may create loading problems if shifts in transportation.
6. Open the plastic liner provided and place it inside the box so the edges overlap the box walls with enough overlap to be later taped together in the middle.
7. Remove one of six insert boxes that will be placed inside the lined Gaylord.
8. Like the large box, fold two of the bottom flaps over the box opening until they meet in the middle.
9. Fold the other two flaps until they meet in the middle.
10. Affix two (2) strips of packing tape down the middle of the flaps.
11. Repeat steps 7-9 with the five other insert boxes and place the completed inserts into the lined Gaylord box.
12. Assemble the lid by affixing two (2) strips of packing tape along each of the four (4) edges so it fits over the open end of the Gaylord.



*Upon completion of steps 1-12, the Gaylord box is ready for use*