Guitar Packing Checklist

Page 1: pack it so it arrives in one piece, then measure the box.

1. Packing steps

Step	What to do	Done
Slacken the strings	Detune each string a tone or two. Keep enough tension to hold the bridge and strings in place. Do not touch the truss rod.	[ ]
Remove loose parts	Strap, capo, slide, whammy bar and anything in the case pocket.	[ ]
Support the neck	Fill the gap under the neck with a folded cloth or foam so it cannot flex.	[ ]
Pad the headstock	Wrap the headstock and tuners in bubble wrap or a soft cloth.	[ ]
Shake test the case	Close the case and shake it gently. Add soft padding until the guitar does not move.	[ ]
Case in a box	Strong cardboard box, about 4 to 5 cm of firm padding on every side, extra at both ends.	[ ]
Seal and label	Tape every seam, mark fragile and this way up, address inside and outside.	[ ]
Photos before sealing	Front, back, sides, headstock, serial number and the packing.	[ ]
Weather check	Avoid long stops in a hot van or cold depot; let the guitar warm or cool in its case before opening.	[ ]

2. Measure the packed box (outside, at the widest points)

Measurement	Your box	Australia Post limit (within Australia)	OK?
Longest side (cm)		105 cm	[ ]
Second side (cm)			
Third side (cm)			
Packed weight (kg)		22 kg	[ ]
Volume: L x W x H in metres (cubic metres)		0.25 cubic metres	[ ]
Cubic weight: volume x 250 (kg)		You pay on the greater of this or the actual weight	

Example: a full size dreadnought (Yamaha lists the FG800 at 1038 mm long) in a box of 112 x 46 x 16 cm. Longest side 112 cm, over the limit. Volume 1.12 x 0.46 x 0.16 = 0.082 cubic metres. Cubic weight 0.082 x 250 = about 20.6 kg. Result: courier.

3. Which service?

If...	Then
Longest side 105 cm or less, 22 kg or less, 0.25 cubic metres or less	Australia Post can take it. Price on the greater of actual or cubic weight, plus destination.
Any one of the three is over the limit	Use a courier. Give them the exact packed measurements and weight for a quote.
Guitar is worth more than $100	Add cover: Australia Post Extra Cover (up to $5,000) or ask the courier.
Guitar is worth more than $500 (Australia Post)	Signature on Delivery is required with Extra Cover.
Less than 3 cm of padding at each end	Use a longer box, even if it means a courier.

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Page 2: choose the service, record cover and tracking, keep the evidence.

4. If you need a courier: questions to ask

Question	Courier 1	Courier 2
Longest side and weight you take? How do you work out cubic weight?		
Price for my exact box and weight		
Loss and damage cover included? Extra cover cost? Are instruments or fragile items excluded?		
Tracking and signature on delivery?		
Can the box be marked fragile and kept upright?		

5. Australia Post cover (checked 20 November 2026)

Parcel Post and Express Post include up to $100 of compensation for loss or damage. Extra Cover is available up to $5,000: free for the first $100, then $2.50 for each extra $100. Above $500 you must also add Signature on Delivery ($2.95). Claims within Australia must be lodged within 6 months of posting. Compensation and Extra Cover are not paid if the item was not adequately packed, and proof of value may be required.

6. Sending record

Item	Details
Date sent	
Service (Australia Post or courier name)	
Tracking number	
Declared value and cover bought	
Receipt or lodgement number kept (yes or no)	
Photos taken (front, back, headstock, serial, packing)	
Sender name and phone	
Receiver name, address and phone	
Date delivered and condition on arrival	

For the receiver: open the box carefully, photograph any damage before unpacking further, and keep the box and packing until any claim is settled.