

Phone Shipping Checklist

Use only after your evaluation is approved and CacheWood sends your shipping materials.

1. PROTECT YOUR DATA

- ☐ Back up any photos, messages, contacts, or files you want to keep.
- ☐ Sign out of Apple ID / iCloud, Google, and other personal accounts.
- ☐ For iPhone, turn off Find My iPhone and make sure Activation Lock is disabled.
- ☐ Perform a full factory reset after your data is backed up and account locks are removed.
- ☐ Remove your physical SIM card, memory card, case, and accessories unless CacheWood asks you to include them.

2. PREPARE THE PHONE

- ☐ Power the phone completely OFF before packing it.
- ☐ Confirm the phone is dry. Place it in a clean water-resistant inner bag or sleeve to help protect it from moisture during transit.
- ☐ Do NOT ship a phone with a swollen, punctured, leaking, smoking, overheating, recalled, or otherwise unsafe battery. Contact CacheWood before shipping.

3. PACK IT SECURELY

- ☐ Use a sturdy corrugated cardboard box. Do not ship the phone loose in a paper or padded envelope.
- ☐ Wrap the phone in multiple layers of bubble wrap to protect the screen, corners, back, and camera area.
- ☐ Add packing material so the wrapped phone cannot slide, rattle, or strike the sides of the box.
- ☐ Seal all main box seams securely with strong packing tape.

4. ATTACH THE SHIPPING & LITHIUM BATTERY LABELS

- ☐ Remove or completely cover all old shipping labels, hazardous-material markings, and barcodes from a reused box.
- ☐ Attach the CacheWood prepaid shipping label flat on the outside of the box. Keep its barcode smooth, visible, and away from seams or edges.
- ☐ Smartphones contain lithium-ion batteries, which are regulated for transportation. A phone with its battery installed is commonly shipped under UN3481 requirements.
- ☐ For approved shipments that require it, CacheWood will provide the digital UN3481 lithium battery mark. Print it as provided and attach it flat and clearly visible on the outside of the package alongside the shipping label.
- ☐ Do not fold the UN3481 mark around an edge, place it across a box seam, cover it with another label, or obscure any part of the mark.
- ☐ Follow the specific shipping and label-placement instructions CacheWood provides for your approved shipment. Keep your carrier receipt and tracking number.

IMPORTANT Do not ship until CacheWood has approved the evaluation and sent your agreement, prepaid shipping label, and complete shipping instructions.