

# ARTIST'S RETURN SHIPMENT Instructions and Form

## Artist's Return Shipment Instructions

Include the following:

1. Payment for \$45 Shipping Agent Fee for each painting:
  - a. Credit card: provide card number and expiration date **or**
  - b. Check (USD) payable to Phoenix Art Restoration. Artists outside of US enclose money order or cashier's check (USD only) in lieu of personal check.
2. Completed (please write legibly) and signed Artist's Return Shipment Form
3. A return address label
4. Affix an identification label to the back of your painting
5. Artists outside the US will need to enclose additional shipping documentation (as outlined in **Art Shipping Instructions** enclosed)

Ship Artwork to: **PHOENIX ART RESTORATION AND CUSTOM FRAMING**  
17712 15th Ave NE, Shoreline, WA 98155

## ARTIST'S RETURN SHIPMENT FORM

Name (print) \_\_\_\_\_ Phone Number \_\_\_\_\_

Street Address (no PO box #) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Name of Exhibit or Art Show \_\_\_\_\_

Title of Artwork \_\_\_\_\_

Insured Value \$ \_\_\_\_\_ Shipper for Return Delivery \_\_\_\_\_

Account # \_\_\_\_\_

Shipping Method:  ground  air  hand delivered pick-up

Payment Method:  prepaid label  call pick-up  credit card

Card # \_\_\_\_\_ expiration date \_\_\_\_\_

**ARTIST AGREES** that **PHOENIX ART RESTORATION AND CUSTOM FRAMING** will not be held responsible nor liable for damage in shipment due to handling in transit or for failure of the shipping crate and or packing provided by the artist to protect the work.

**LIABILITY:** The artist is responsible for insuring his or her own artwork. Every means will be taken by shipping agent (Phoenix) to safely deliver, retrieve and return the work as packed. **Note:** Work will be repacked and return shipped as received, employing the same shipping materials and shipping system provided by the artist. *Damaged shipping crates deemed no longer suitable for reuse can be replaced at artist's expense, with artist's expressed approval. Damaged picture frames and mats can be repaired or replaced for a fee by our experienced staff, with the artist's expressed approval.*

Signature \_\_\_\_\_

*For Shipping Agent use only:*

Date rec'd. \_\_\_\_\_ Payments rec'd. \$ \_\_\_\_\_ Crate condition: good  worn  poor  damaged  Artwork condition: good  damaged

Shipping label Track # \_\_\_\_\_

Describe in detail any damage on artwork: \_\_\_\_\_