

Phoenix Art Restoration and Custom Framing

ART SHIPPING INSTRUCTIONS

Shipping address:

Phoenix Art Restoration
17712 15th Ave NE
Shoreline, WA 98155
(206) 417-4981

Shipping Agent fee (\$45): we will receive, uncrate, store, deliver, retrieve, re-crate, and arrange return shipment of your artwork

Enclose & attach to each painting:

1. Payment for \$45 Shipping Agent Fee:
 - a. Credit card: provide card number and expiration date *or*
 - b. Check (USD) payable to Phoenix Art Restoration and Custom Framing. Artists outside of US enclose money order or cashier's check (USD only) in lieu of personal check.
2. A completed and signed Artist's Return Shipment form (attached)
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 below)

Packaging Instructions:

- Plexiglas is suggested for shipped paintings but is not mandatory
- One painting per box (each additional painting is subject to an additional Shipping Agent Fee)
- Strongbox by Airfloat Systems (www.airfloatsys.com) is a (**recommended**) durable, reusable box
- Use good quality reusable packing material for padding and don't over-tape the padding (it's impossible to salvage & reuse over-taped padding). *Due to added time, materials and labor required, an extra \$25.00 service charge will be collected if shredded materials, peanuts, wadded papers or unsalvageable packing materials are used; or if nails, staples or glue are utilized to seal the crate*
- Freight carriers require shipped art to be surrounded (all sides and edges of painting) by at least 1" of cushioning and enclosed within a rigid cardboard (preferred) or wooden box. The box should be capable of withstanding crushing weight. *Carriers may charge more for wooden boxes (due to extra weight). Carriers may not deliver extremely worn or poorly sealed boxes. Worn boxes or boxes with high-insured value may be opened and inspected while in transit and are not always repacked correctly.*
- Save money on shipping - avoid using needlessly oversized boxes.
- Affix shipping label/carrier's form(s) to outside of box

Additional requirements for shipments to/from outside US

- Return shipment documentation (**place inside of crate**): 3 copies each - Customs invoice (Canada), with your name and address, attesting artwork's country of origin, value of materials (not the sale price), and signed **Artist's Return Shipment Form** (attached).
- Shipping documentation (**attach to outside of crate**): 3 copies each of completed and signed customs invoice, "Original Work of Art" statement for U.S (form 19CFR 10.48)

Note: Shipments may be opened by Homeland Security and/or Customs and may not always be repacked properly. Brokerage fees may be charged by Customs for work valued at more than \$200.

Return shipping arrangements/payments must be made via one of the following methods (no checks or COD payments):

1. Prepaid shipping label (obtainable from most shipping stores)
2. Your shipping carrier account number
3. Credit card: provide card number and expiration date
4. "Call Pickup" (through your shipper service)

Note: shipping rates are based on carrier's pricing formula and may change from day to day due to fluctuating fuel costs; return rate may be higher than inbound rate.

Hand-delivered (uncrated) artwork: If you are local and need Phoenix Art Restoration and Custom Framing to deliver your painting to the venue by hand; our fee is \$25 to receive, store, deliver, retrieve and hold the painting until picked up (within 15 days). Call 206.417.4981 to coordinate a drop off time. *Note: a \$5 per day storage fee will be assessed for paintings not picked up within 15 days; unless previously arranged with shipping agent.*

Questions? Special Arrangements? Call Daniel Zimmerman at 206.417.4981 or email <phoenixartrestoration@hotmail.com>