

Shipping Instructions

Packing Instructions:

- Include all papers (contract, return shipping, inventory) in an envelope inside the box.
- Write on each box how many pieces are packed within. (see shipping labels below).
- If shipping more than one box, label the boxes Box 1 of 2, Box 2 of 2, etc.
- Insure your package. Studio 550 is not responsible for work while they are in transit.
- Always double box, and pack tight. Your work should have no chance to move around.
- When things arrive broken, it is usually because they are poorly packed.
- The drivers WILL throw the boxes - make sure your packing can handle that treatment.
- Use a strong box that is in good shape.
- Tape small lids securely to the piece. Wrap large lids separately.
- If you are dropping work off, please coordinate with the gallery during open hours.

Tips to help you figure out return shipping (artists are responsible for shipping/insurance to and from to gallery. Studio 550 will insure your work while it is in our possession):

- You can send us a check, or you can pre-print a return label at USPS.com or have the agent at the post office print a return label when you purchase your shipping label. If your work sells, it won't be used.
- If your address is not a commercial address, or if it is oversized, it will cost more.
- If your box falls apart, or was not double boxed, we will re-box it and make it heavier.
- Be sure you have enough money in your check and checking account to cover shipping.
- You should add another dollar or two to what it cost to send us the package to account for increased fuel costs over time.
- There is a \$50 fee for check returned for insufficient funds.

Online Shipping calculators:

- UPS - <http://www.ups.com/> click "Create a Shipment"
- US Postal Service - <https://www.usps.com/> click "Ship a Package"
 - You get a better rate printing labels online verses at the post office.
- Fed Ex - <http://www.fedex.com> click "Create a Shipment"

This box contains # ___ Pieces

This is box is ___ of ___

Studio 550

Exhibit:

550 Elm Street

Manchester, NH 03101

ARTIST NAME:

ADDRESS:

RETURN SHIPPING LABEL

Shipping Instructions

This box contains # ___ Pieces

This is box is ___ of ___

Studio 550

Exhibit:

550 Elm Street

Manchester, NH 03101

ARTIST NAME:

ADDRESS:

RETURN SHIPPING LABEL

This box contains # ___ Pieces

This is box is ___ of ___

Name:

Address:

Studio 550

Exhibit:

550 Elm Street

Manchester, NH 03101

SHIPPING LABEL

This box contains # ___ Pieces

This is box is ___ of ___

Name:

Address:

Studio 550

Exhibit:

550 Elm Street

Manchester, NH 03101

SHIPPING LABEL