

Shipping Your Quilts, Textile, or Fiber Art

When it comes to shipping your quilt, textile or fiber art, we want it to arrive to us and then back to you safely. Therefore, we recommend using FedEx or UPS as the preferred shipping method as they provide good tracking for your package from the time it leaves your possession until it arrives in our studio. With that in mind, we request you email/call us with the shipping tracking number so that we can track your package on our end. When your package arrives, we will notify you, usually via email, when we plan to photograph it.

Quilt, Textile, and Fiber Art Photography Order/Shipping Form

All clients can receive an order/shipping form after contacting us. We will prepopulate the order/shipping form based on the information you give us. This form is two-sided, takes about 30 seconds to complete, and provides our contact and shipping address. It also allows you specify how you want your quilt, textile, or fiber art handled, photographed, and shipped. Please include this form inside your package along with your quilt, textile, or fiber art. We might send you detailed instructions for proper packaging, shipping, and insuring your quilt, textile, or fiber art.

Packaging

When it comes to packaging your quilt, textile or fiber art, there are two main considerations to bear in mind: minimize the shipping cost and prevent damage.

- Make sure your box is the right size for the item(s) you are shipping. If the box is too big, it will cost more. Conversely, don't use too small of a box so it is too tight.
- Make sure the box is in good condition to withstand the wear and tear that comes during ordinary shipping and handling. Whenever possible, we recommend using a new box. Each time a box is shipped, it loses

some of its original protective qualities, so after may uses it may not adequately protect your shipment. If you do choose to reuse your box, make sure it is rigid, with no holes, tears, dents, or corner damage.

- You should fill any voids inside the box to protect your quilt, textile, or fiber art from damage. Box fillers like tissue paper don't do much to protect the box from damage. Your best bet for filling any void within your box are inflated air bags, or heavy shipping paper, all which help to absorb any impact.
- Sealing your package is just as important as using a box in good condition. To seal your package securely do not use masking tape, cellophane tape, duct tape, string, or wrapping paper. Use a strong tape—two inches or more in width, specifically designed for shipping.
 - Apply generous strips to both the top and bottom flaps of the box, and as needed to the middle and two edge seams are sealed. Use an "H" taping method. If it is a heavy package, tape from corner to corner in an "X" manner to reinforce the bottom.
 - For more information see:
<http://www.mymove.com/resources/moving/packing-unpacking/how-to-tape-moving-boxes.html>
- Tape the FedEx/UPS shipping label carefully, keeping any tape off any scan-related items/numbers.

Package contents

We recommend you wrap your quilt, textile, or fiber art in a plastic bag for extra protection from moisture and dust particles before placing it in your box.

Shipping

- Place a duplicate shipping label and/or shipping receipt inside the box. Additionally, include the Quilt, Textile, and Fiber Art Photography Order/Shipping Form inside your package. If the outside shipping label gets

misplaced, the inside shipping information will be most useful.

- Remove any other shipping labels /markings from the outside of the box. If you can't remove the labels/markings, use a black magic marker to black out any information.
- Firmly secure the shipping label on the package's largest surface.
- UPS recommends, if you are using a mailing tube, place the label horizontally, with each end of the label pointing toward the ends of the tube, so the bar code can be scanned.

Shipping confirmations and insurance

- It is your choice to use a signature-required option when shipping to us. If you do, our shipping address is staffed during regular working (shipping) hours, including Saturdays. Our ship to address is a business establishment, so you *should not* incur an additional cost compared to residential surcharges.
- We strongly recommend that you consider using a signature-required method when we ship back to you. If there is a chance you may not be home when the package is delivered, it is more secure to have it delivered to someone who will be responsible for the package. However, please note that UPS and FedEx charge a small additional fee for this service.
- We will notify you when your quilt, textile, or fiber art is ready to be sent back to you. If you ship back via FedEx or UPS (our preferred method of shipment), you will receive an e-mail from FedEx or UPS with the tracking number and expected date of delivery.
- Additional shipping insurance is at your discretion. UPS and FedEx offer a \$100 default insurance, included in the shipping price. Default value represents the amount that FedEx and UPS are liable to pay if anything happens to the package such as damage or loss during transit. However, you can opt for higher insurance

coverage is you wish. **Any shipment requiring \$1,000 insurance must have signature-required.**

- We've heard (but can't verify) that having your quilt, textile or fiber art appraised will help you if you purchase additional insurance and then need to file a claim.
 - Per FedEx website (as of March 2015) :
Shipments containing all or part of the following items are limited to a maximum declared value of US \$1,000: Artwork, including any work created or developed by the application of skill, taste or creative talent for sale, display or collection. This includes, but is not limited to, items (and their parts) such as paintings, drawings, vases, tapestries, limited-edition prints, fine art, statuary, sculpture and collector's items.
 - Per the UPS website (as of March 2015): UPS's liability for loss or damage is limited to US \$100.00 on shipments with no declared value. If the value of your goods exceeds US \$100.00, you can declare a higher value, up to US \$50,000.00 per package, or US \$100,000 per pallet for UPS Worldwide Express FreightSM (subject to terms and conditions) by entering the declared value in the UPS shipping system used and paying an additional charge.