

NPA Artist's Services • SHIPPING INSTRUCTIONS

Ship or hand-deliver work to NPA ARTIST'S SERVICES, 1720 NE 177th St., Shoreline, WA 98155.

Note: For safety in transit and handling, we recommend that you frame with Plexiglas.

- Include our signed return shipping instructions (below), return address label and payment for the shipping agent's handling fee and any prepaid carrier's return shipment fee or label (preferred) enclosed with your painting.

Make out all checks to NPA ARTIST'S SERVICES Artists outside of US, send money-order or cashier's check (US).

- **\$35 Per Shipped Painting** — our handling fee to: receive, uncrate, store, deliver, retrieve, recrate, and arrange return shipment of your painting. • **Note #1:** only one painting per box. • **Note #2:** Because of added time and labor required, an extra \$15.00 service charge will be collected if shredded materials, peanuts or wadded papers are used to pack paintings, or if nails, staples or glue are used to seal the crate. • **Note #3:** Carriers have minimum box requirements for shipped art. At least 2" of cushioning is required around all sides and edges of painting in a rigid cardboard (preferred) or wood box capable of withstanding crushing weight (do not use foam peanuts). • **Note #4:** Carriers may not deliver extremely worn or poorly sealed boxes. Carriers may open and inspect worn boxes in transit or boxes with high insured value and do not always repack correctly. • **Note #5:** Homeland Security may intercept and open International shipments valued over \$2000. USE GOOD QUALITY REUSABLE PACKING MATERIAL FOR PADDING AND DON'T OVER-TAPE THE PADDING! SALVAGING OVER-TAPED PADDING FOR REUSE IS NEAR IMPOSSIBLE.

- **\$15 Per Hand Delivered Uncrated Painting** – for the convenience of artists who, for what ever reason, are not able to deliver their paintings to the exhibit, our fee to: receive, store, deliver, and retrieve the painting until picked up, (Call us at 206-363-0821).

- **Return Of Paintings** must be prepaid for the correct freight return-shipment fee from Seattle to you, or postage due. • Payment can be by check (**Note:** based on the carrier's pricing formula, rates from Seattle to you will usually be higher than what you paid to ship to Seattle and rates may also depend on the current fluctuating cost of fuel), or preferably by prepaid return shipping label (obtainable from most shipping stores). • Payment can also be made by credit card # (except Post Office-- use postal stamps), or with your shipping carrier account number; • No COD return shipping, • There is a \$5 a day fee for work not picked up after 15 days unless arranged with shipping agent (206 363 0821)

CHECKS FOR RETURN SHIPPING: make to **NPA ARTIST'S SERVICES** for the correct amount - enclosed with the painting or mailed separately (Do not make out check to the carrier! Carrier will not accept 2nd party checks) • Arrangements for payment for return shipping can also be made by: separate letter addressed to NPA ARTIST'S SERVICES, POB 55425 Shoreline, WA 98155;

ENTRIES FROM OUTSIDE OF THE US: - will be returned on a "CALL PICKUP" basis through your shipper service (preferred) or if shipping fee plus any brokerage and Customs excise taxes, that may be due at the border are prepaid (US). • *No COD return shipping,*

- In addition to carrier's forms, - attach to outside of crate (with two additional copies sent by mail), 3 copies of a completed and signed customs letter of declaration with your name and address, attesting to painting's country of origin, value of materials (not sale price), and written delivery instructions to the exhibit and return shipment back to you, plus a signed copy of our NPA return shipment instructions (*below*).

Questions? Special Arrangements? Call us (Clark or Dorene Elster) at (206) 363-0821; or email - chelster@comcast.net



Artist's Return Shipment Instructions • Sign, complete, detach and return this form with your check or money order for the \$35 Shipping Agent fee and any prepaid return carrier fees or prepaid label, and return address label, in an envelope attached to the painting. • Ship Artwork to: **NPA ARTIST'S SERVICES, 1720 NE 177TH St., Shoreline, WA 98155**

ARTIST AGREES that **NPA ARTIST'S SERVICES (NPA)** will not be held responsible nor liable for glass breakage or any other 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 (NPA) 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, will be replaced for a fee and materials, but only with the artist's expressed approval.* • *Damaged but repairable picture frames and mats will be repaired for a fee and materials by our experienced staff, but only with the artist's expressed approval.*

NAME (print) _____ SIGNATURE _____

ADDRESS for return shipping (no PO Box #) _____

City _____ Sate _____ Zip _____ Telephone (_____) • EMAIL _____

NAME OF EXHIBIT: _____ Title of work: _____ • Ins. _____

DESIGNATE PACKAGE CARRIER FOR RETURN: _____ Check if return is ground or air

Check if return is by Prepaid Label Check if return is by check - \$ _____ amount Check if Carrier return shipping fee is by separate letter

address separate letter to NPA ARTIST'S SERVICES, POB 55425, Shoreline WA 98155;

Check if return is by credit card # and exp. date _____ **Note: Post office won't accept 2nd party Credit cards**

Shipping agent use below this line

Date rec'd. _____ • Payments. rec'd. \$ _____ Crate condition: good worn poor dmgd. Artwork condition: good dmgd. May 2006