

NPA Artist's Services • ART SHIPPING INSTRUCTIONS

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

WORK FOR EXHIBIT MUST BE RECEIVED between March 31st and April 8th, 2008

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

• Enclose with painting, a check for shipping agent's \$35 handling fee, our signed ARTIST'S RETURN SHIPPING INSTRUCTIONS (see below), return address label and a prepaid carrier's shipping label, or your credit card # (for carrier's return shipping fee). **Make out \$35 check to NPA ARTIST'S SERVICES**,— (enclosed with the painting, or mailed separately to NPA, POB 55425 Shoreline, WA 98155)

Artists outside of US, send money-order or cashier's check (US).

• **\$35 Per Shipped Painting • only one painting per box.** — Our handling fee to: receive, uncrate, store, deliver, retrieve, recrate, and arrange return shipment of your painting. • Because of added time and labor required, an extra \$15.00 service charge will be collected if shredded materials, peanuts or wadded papers or unsalvageable packing materials are used to pack paintings, or if nails, staples or glue are used to seal the crate. Use good quality reusable packing material for padding and **don't over-tape the padding!** Salvaging over-taped padding for reuse is nearly impossible and time consuming and therefore must be replaced.

• **Note #1:** 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 #2:** Carriers may charge more for wood boxes. • **Note #3:** Carriers may not deliver extremely worn or poorly sealed boxes. Worn boxes or boxes with high-insured value may be opened and inspected in-transit and are not always repack correctly. • **Note #4:** Homeland Security may open International shipments valued over \$2000 and not always repack correctly.

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

• **Return Of Paintings** must be by prepaid label (obtainable from most shipping stores) , or with your shipping carrier account number; or by credit card # for the carrier's shipping fee from Seattle to you, **Note:** based on the carrier's pricing formula and the shipping store, 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 day-to-day fluctuating cost of fuel, which makes payment by check problematic. • No checks and no COD for return shipping. • There is a \$5 a day fee for hand delivered work not picked up after 15 days unless arranged with shipping agent (call 206 363 0821)

ENTRIES FROM OUTSIDE OF THE US: - will be returned by prepaid label, or shipping carrier account number, or "Call Pickup" through your shipper service (preferred) or credit card number • No Checks and no COD for return shipping. • In addition to carrier's forms, - attach to outside of crate 3 copies of a completed and signed customs invoice & "Original Work of Art statement for U.S (form 19CFR 10.48) and 3 custom's invoice copies for country of origin (Canada) enclosed in crate, with your name and address, attesting to painting's country of origin, value of materials (not sale price), and signed written delivery instructions to the exhibit and return shipment back to you.

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



Artist's Return Shipment Instructions • Sign, detach and return this completed form with your check or money order for the \$35 Shipping Agent fee, prepaid shipping 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 _____ State _____ Zip _____ Telephone () _____ • EMAIL _____

NAME OF EXHIBIT (for delivery): _____ Title of work: _____

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

if return is by Prepaid Label Call Pick-up or return 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. Feb 2008