

SHIP TO:

The UPS Store

3522 Ashford Dunwoody Rd

Atlanta, Georgia 30319

Phone: 770-234-0444

Attn: Sejal Zaveri

RECEIVING / SHIPPING INSTRUCTIONS
GEORGIA WATERCOLOR SOCIETY

NOTE NOTE NOTE NOTE
**Ship art to arrive no earlier than
February 28, 2018 and no later than March 6, 2018**

Delivery on March 7, 2018 Oglethorpe University Museum of Art

AGENT SERVICES

When your Art arrives we will unpack and inspect that all is well and then deliver all art to the show. You can ship your art via UPS or FEDEX. Even though I am a UPS Store you may still use a carrier of your choice. Your box will be stored at my location until the show is over. If your art doesn't sell we will repack your art in the same manner as it was shipped to us. If the box you shipped was damaged or not safe for shipping I will contact you.

PAYMENT FOR ABOVE MENTIONED SERVICES

Please check the appropriate box

Cost for receiving one piece of art is \$50.00

You may pay by credit card or make your check payable to The UPS Store

Name on card _____

Card Number _____

Exp. Date _____

Zip Code the card is billed to _____

STEP 2 RETURNING YOUR ART

Returning your art work can be accomplished by checking one of the following:

Charge return shipping cost to my credit card listed above.

Artist has enclosed Waybill (Shipping Document).

Prepaid Return Shipping Label MUST be through UPS. FedEx will not pick us up

STEP 3 RETURN SHIPMENT INFORMATION (Ship To)

Company and/or Name _____

Address _____

Contact Phone # _____

E-Mail Address _____

STEP 4 INSURANCE / DECLARED VALUE \$ _____

If left blank, Liability will be limited to \$100.00

When shipping UPS, your first \$100 is free, any additional \$100 will cost \$3.00 per \$100. Max of \$50,000

Please ensure some form of proof of value is available if declaring value

STEP 5 ENCLOSE THIS FORM WITH YOUR ARTWORK.

Questions E-Mail us: store3226@theupsstore.com

or feel free to contact Jessica at the number above.

****STEP 6 PACKING GUIDELINES****

Recommended box for shipment is **AIRFLOAT Box**

Please do not ship paintings using peanuts. Peanuts cannot be reused and packing charge will apply for return shipment

If painting is wrapped in bubble wrap and cannot be used for return packing, charges will apply accordingly

If box is determined to be unsafe for return shipment, we will repack the painting and charge accordingly