

**SHIP TO:**

**Randy Von Demmel**

**3522 Ashford Dunwoody Rd**

**Atlanta, Georgia 30319**

**Phone: 770-234-0444**

[rvmoto@aol.com](mailto:rvmoto@aol.com)

**SHIPPING INSTRUCTIONS  
PENWOMEN / ATLANTA CHAPTER**

**NOTE NOTE NOTE NOTE**  
**Ship art to arrive no earlier than**  
**January 3rd and no later than January 10th**

**Delivery To: Mable House Arts Center on January 11, 2012 (REFLECTIONS)**

**RECEIVING YOUR ART**

When your Art arrives we will unpack, inspect, photograph, e-mail you that all is well, and then deliver the art to the show. You can ship your art to me via the carrier of your choice. The box your shipment arrives in will be stored here at my location until the show is over. If your art does not sell we will repack and return your art in the box you shipped it in. If the box you shipped in was damaged I will contact you immediately for instructions.

**STEP 1 PAYMENT**

Please check the appropriate box

Cost for receiving one piece of art is \$45.00

Cost for two pieces in the same box 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**

The cost in step 1 is for everything mentioned in "Receiving Information".

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

- |  |                                                             |
|--|-------------------------------------------------------------|
|  | Call Artist for return shipping payment method.             |
|  | Charge return shipping cost to my credit card listed above. |
|  | Artist has enclosed Waybill (Shipping Document)             |

**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)

If shipping UPS your first \$100 is free any additional \$100 will cost \$2.00 per \$100. Max of \$25,000

If shipping FEDEX you will need to supply your own waybill (shipping document).

**STEP 5 ENCLOSE THIS FORM WITH YOUR ARTWORK.**

Questions 770-234-0444