

ROBERTSON & SONS VIOLIN SHOP

SHIPPING INSTRUCTIONS CHECK-LIST

Please use this sheet as a guide to help properly pack instruments before shipping.

VIOLINS / VIOLAS

- ___ 1. Place a roll of Bubble Wrap over the tailpiece (fine tuner) area.
- ___ 2. Wrap the scroll in Bubble Wrap. Scroll should fit snugly in the case.
- ___ 3. Lightly place a roll of bubble wrap or paper towel around each side of the bridge.
- ___ 4. Close and fasten the violin or viola case.
- ___ 5. Place case in a cardboard shipping box that has been $\frac{1}{2}$ way filled with Styrofoam peanuts.
- ___ 6. Place closed case on top of the Styrofoam peanuts and then fill the rest of the box with more Styrofoam peanuts until the instrument is secure and will not move. Tape the box.
- ___ 7. Insure instruments for the full value during shipping. (Rentals and Purchased instruments only)

** There must be a minimum 2 inches of clearance between the case and **each side** of the box.

** Do Not Loosen the strings.

** **INSTRUMENTS MAY ONLY BE SHIPPED IN A BOX FILLED WITH STYROFOAM PEANUTS.**
DO NOT ATTEMPT TO SHIP INSTRUMENTS IN THE CASE ALONE.

CELLOS / BASSES

- ___ 1. Wrap the scroll in Bubble Wrap. It should fit snugly in the case.
- ___ 2. Wrap the tailpiece (fine tuner) area with bubble wrap.
- ___ 3. Place a roll of Bubble Wrap or paper towel around each side of the bridge.
- ___ 4. Close and fasten the cello or bass case.
- ___ 5. If the instrument is in a soft case, wrap the case in thick foam padding before putting in a box.
- ___ 6. Place the closed case in a cardboard shipping box that has been $\frac{1}{2}$ way filled with Styrofoam peanuts.
- ___ 7. Place closed case on top of the Styrofoam peanuts and then fill the rest of the box with more Styrofoam peanuts until the instrument is secure and will not move. Tape the box.
- ___ 8. **Insure instruments for the full value during shipping.**

** There must be a minimum 2 inches of clearance between the case and **each side** of the box.

** Do Not Loosen the strings.

** **INSTRUMENTS MAY ONLY BE SHIPPED IN A BOX FILLED WITH STYROFOAM PEANUTS.**
DO NOT ATTEMPT TO SHIP INSTRUMENTS IN THE CASE ALONE.

BOWS

- ___ 1. Roll up the bow in sheet of Bubble Wrap. **Make sure that the hair has been loosened.**
 - *When shipping more than one bow, wrap all bows in one roll, placed with alternating frogs and tips).
 - *Make sure the wrap is longer than the bow, to keep the bow from shifting during shipping.
- ___ 2. Place the roll of Bubble Wrapped bow(s) in a PVC tube. **NO CARDBOARD TUBES!**
- ___ 3. Fold the ends of the Bubble Wrap over to keep the end of the bow from hitting the pipe.
Don't force the bow into the tube. The fit should be snug, but not too tight.
- ___ 4. Place the PVC tube containing the wrapped bows in a cardboard shipping box.
- ___ 5. Fill the box with Styrofoam peanuts.
- ___ 6. Insure bows for the full value during shipping. (Rentals and Purchased instruments only)

** There must be a minimum 2 inches of clearance between the case and **each side** of the box.

** **INSTRUMENTS MUST BE SHIPPED IN A BOX FILLED WITH STYROFOAM PEANUTS.**
DO NOT ATTEMPT TO SHIP BOWS IN THE TUBE ALONE.

For Customer Use Only

RENTAL CUSTOMERS: Ship instruments **ONLY through Fed-Ex Ground or UPS Ground

APPROVAL CUSTOMERS: Ship instruments **ONLY through Fed-Ex/2-DAY or UPS/2-DAY