

SHIP FORM - ARTWORK

IMPORTANT! PLEASE COMPLETE. ALL STEPS REQUIRED.

STEP 1: ORGANIZE

1. Organize artwork by class, place each class in a separate folder, and label each folder tab with total number of art per class, grade, and last name of teacher.
2. Insert this completed form into box with organized art & folders.
3. Add filler to pack tightly to minimize damages.
4. Apply the **UPS** shipping label, provided by Square 1 Art, to the box. **DO NOT DROP AT U.S. POST OFFICE.**
5. If **UPS** already comes by your school, give box to any **UPS** driver. Otherwise, please take box to any **UPS** Store, Staples, Office Depot, or other authorized **UPS** shipping outlet.
DO NOT CONTACT UPS DIRECTLY FOR A PICKUP FROM YOUR SCHOOL.
6. If you lost your shipping label, need an additional shipping label, or have any questions concerning the **UPS** shipping method contact Square 1 Art Customer Care at 888.332.3294 x 2.

STEP 2: FILL OUT COMPLETELY

How many class folders are you shipping? _____

How many total artworks are you shipping? _____

RKC: _____ Coordinator Name: _____ School Name: _____

STEP 3: DOUBLE CHECK AND SIGN

Check artwork header and folder tabs. If we cannot read the artwork header identification easily, misspellings could occur on artist's personalized catalog. If necessary, overwrite information using a fine-tipped dark marker or use pre-printed labels.

If any of your original "Reservation Form" information has changed, please contact Customer Care before shipping art, so updates can be made to your account.

Late artwork will not be accepted after you have shipped artwork and cannot be included in your fundraiser. Contact Customer Care with any questions 888-332-3294 x2.

SIGN HERE

Coordinator's Signature: _____ Date: _____

STEP 3: SHIP

SQUARE 1 ART - Art Receiving Dept. 5470 Oakbrook Pkwy. Suite E Norcross, Georgia 30093

UPS prepaid label provided in your handbook.

Dates are assigned so that each school receives "on time" service according to their reservation form's schedule. Square 1 Art cannot promise original scheduling if artwork arrives later than scheduled and changes will be required that could affect your final delivery of keepsakes.