

Shipping Instructions, Violin, Viola, Bow

Note: Safest way to ship instrument is without tension (strings, bridge off, post down). For trials or relatively replaceable items **we own**, we can opt to accept the risk of shipping strung up to pitch.

General tips:

- Shippers will not always accept a beaten, patched, tired box for expensively insured items. Do not overuse tired boxes.
- To ensure adequate padding and qualify for insurance, box should allow 4 inches padding in every direction from case/tube.
- Packing material (especially peanuts) can settle and compact. If returning items in same packing material items arrived, you will need to top off with more padding material than it came with.
- Check the weather at either end before shipping. If weather is dangerous (warmer than 85° F/30° C, flood, tornado, etc.), reschedule.
- Alert us you are shipping to us. Email/call: Make sure we know Who, What and When. Enclose note in case or attach to case.
- Ship early in the week, Monday, or Tuesday to arrive latest Friday or Saturday. Saturday delivery is an extra charge. Check for holidays. You do not want your shipment to sit in an unairconditioned truck, warehouse or get run over by a forklift on a loading dock over weekend.
- To prevent heat softened varnish sticking to case: consider a layer of wax paper wherever instrument contacts case, and beneath all padding at bridge and fingerboard.

Shipping Instructions Violins /Violas

Supplies

- Padding for case: Paper towels, cloth rags, soft foam, or combo; wax paper.
- Packing material for box: bubble wrap or packing peanuts.
- A case which fits the instrument.
- Shipping box four inches longer, deeper, and wider than the case.
- **Violin:** 36 x 12 x 10 inches -- **Viola:** 36 x 14 x 10 inches
- If including bow(s): rubber band(s)

1) Padding instrument top: If heat is a concern, add a layer of wax paper between varnish and all pads. Pad folded/rolled paper towels or soft cloth or foam securely under the tailpiece and fingerboard, on top of wax paper. Pad folded paper towels, soft cloth, or foam under the strings on both sides of the bridge to help keep it upright and stable during shipping.

2) Add a layer of wax paper in the case. Put the instrument in the case. Pad behind layer of wax paper so no padding touches varnish and violin is separated from padding by barrier of wax paper. Pad around the instrument until it does not move in the case. Pad so the instrument will not move up and press against the top of the case. Cover violin with case blanket or improvised blanket. Close and shake case; track down any rattles or movement; pad and eliminate these.

Rubber band on spinners to secure bows

3) If including bow(s), loosen hair completely. Secure into bow holders.

Loop rubber band across bows in holders or spinners for additional security.

4) Close case and place in shipping box on top of a layer of packing material.

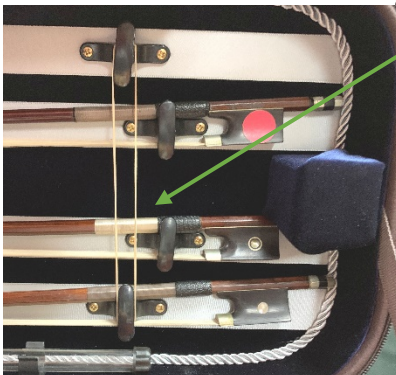
5) Please remember to tape a note on top of or in the case with your name, address, and telephone contact information. A brief explanation of reason you are shipping the instrument is helpful.

6) Fill the top and sides of the box with more packing material ensuring the case does not move within the box. Seal securely at all seams on all sides.

7) Check for holidays and weather before shipping. If weather is risky at either end (warmer than 85 F/ 30 C, flash flood, tornado, etc.), reschedule.

8) Complete shipping label; **choose the appropriate insurance from carrier to protect your financial interest.**

Violin in case, padding with combo of foam and folded paper towel (Use what is at hand), all varnish touching case or padding protected by wax paper.



Shipping Instructions, Violin, Viola, Bow

Shipping Instructions: Bows



Bow Box: frog: padding examples: paper towel and soft foam



Bow Box: tip: padding examples: paper towel and soft foam

Supplies

- A bow case, violin case or PVC pipe and 2 caps that is 4" longer than the bow (sold at most hardware stores).
- Shipping box four inches longer, deeper, and wider than the case (bow box or tube: 36 x 6 x 6 inches, violin case box: 36 x 12 x 10 inches)).
- Padding material, case: materials like bubble wrap, newspaper, plastic wrap, paper towel sheet, rags
- Packing material, box: bubble wrap, packing peanuts.

1) Loosen the bow(s).

2) **If shipping in PVC Pipe**, pad both caps at ends; roll the bow in protective packing material being sure to overlap at both ends.

If In a bow box case: pad both ends and sides of the frog with protective material (soft foam, paper towel, rag, newspaper).

3) Place at least 2 inches of padding material into the end of the PVC pipe before inserting the bow and be sure to add more protective material into the top. The bow should not be able to move within the PVC pipe or the case. Close and shake: track down any movement and pad more to eliminate these.

4) Place the bow case or tube into the shipping box on top of a layer of packing material.

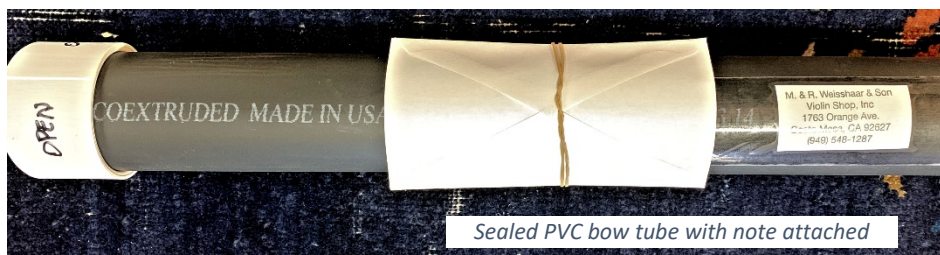
5) Please remember to attach a paper on top of the case with your name, address, and telephone contact information. A brief explanation of why you are shipping the bow is always helpful.

6) Fill the top and sides of the box with more packing material, floating the case in the center. Shake test: Make sure the case does not move within the box. Track and pad/correct any rattles. When satisfied, seal securely at all seams on all sides.

7) Check for holidays and check the weather before shipping. If weather is dangerous at either end of shipment, (warmer than 85°F/ 30°C, flash flood, tornado, etc.), consider rescheduling.

8) Complete shipping label; **choose the appropriate insurance from carrier to protect your financial interest.**

PVC bow tube: bow wrapped in plastic wrap padding; cap padded with foam



Sealed PVC bow tube with note attached