

Easy 3 step Boxing

I worked at UPS for 9 years back in the 1970's, I know how to box. Below are 3 pictures and explicit directions which I feel offer the safest and most secure way to transport your lamp. SEE pictures below.

Double thick wall boxes are best and purchased at (Home Depot \$3-4ea, Staples or U-Haul). Use boxes that have an adequate burst certificate on the bottom. They also sell packing supplies like tape peanuts and bubble wrap.



These are just my suggestions you should also review UPS packing guidelines https://www.ups.com/packaging?loc=en_US.

Please use UPS.com from your home computer and printer. You can use a FREE UPS.com account to print labels, pay and have UPS pickup your box at your home the same day you print the label. So easy and cheaper than using a UPS franchise store. Box the lamp shade in two (2) boxes (one inside the other). IF shipping a base it must ship in a separate box and also be shipped double boxed.

Step 1. Start by wrapping the outside of the lamp with one layer of bubble wrap. Tape (2" blue painters tape is best) the existing glass in place to avoid glass movement. Cracked glass should be removed or taped up. Fill the lamp shade with peanuts and cover the bottom with a layer of bubble wrap (painters tape lets me reuse your bubble tape). Put the lamp shade in the first box and fill with peanuts, leaving the lamp 2"+ away from the bottom, top and sides of the inner box. Seal all edges of the box using packing tape.

Step 2. The second box will hold the first box with 2+" of peanuts around the inner box. Most lamps arrive at my studio with an outer box size of 20-24"x18" and average (12-18 lbs.)

Step 3. **Include my PDF work order form, check payment and a return shipping label (RS label)** under the top of the box in an envelope and seal all edges with packing tape.

RETURN SHIPPING: I reuse your boxing after completion and put your (RS label) return to shipper label on your boxing. Please make sure the original box sizing will be large enough to hold the restored work.

Questions please call me Len Daley at 401-314-6005 non text (12-6 ESTime)
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