



214 North Bush Street, Santa Ana Ca 92701 (949) 275-5190 | [www.assuntafox.com](http://www.assuntafox.com) [assuntafox@cox.net](mailto:assuntafox@cox.net)

**PACKING AND SHIPPING INSTRUCTIONS:**

Ship to **Assunta Fox Gallery 209 N Main Street, Santa Ana Ca 92701**

**THIS FORM MUST BE SIGNED AND RETURNED TO SECURE YOUR UPCOMING EXHIBITION**

- **Label each work** with the title and your name.
- Pack work carefully so it may be easily unpacked and repacked by our staff.
- **All artwork must be received properly framed and ready for installation. All artwork must be wired and ready to hang on our walls. Any artwork that is not sent ready to hang will not be included in the exhibition.** Framing services should be arranged at least one month prior to your exhibition.
- DO NOT USE GLASS in your frames. USE ONLY PLEXIGLASS to ensure safe handling of the work.
- Use a black marker to label each package with your name. This must be clearly legible by our staff. **Please print YOUR NAME very clearly on the boxes.**
- Consult with your carrier to ensure your package arrives on, or within the two days prior to the requested delivery date. **We will not accept sidewalk deliveries.**
- If you are shipping from outside of the US, **PREPAY ALL CUSTOMS CHARGES.** If we must release work on your behalf from customs, there will be an additional fee of \$200 for our time.

**PLEASE NOTE THE FOLLOWING:**

- Assunta Fox Gallery is not responsible for your work while it is in transit, to or from the gallery, and in the hands of the shipping companies. Please arrange for insurance with your carrier. We will place insurance on the returned artwork for the amount indicated by you at the bottom of this form.
- Wooden crates are not allowed and will be refused without prior written authorization by the gallery.
- Artwork that remains at Assunta Fox Gallery after the retrieval date will not be insured. **You will be responsible for any costs associated with the handling of artwork left at Assunta Fox Gallery after the retrieval date.** This includes the transportation to off-premises storage and storage fees.
- Artwork left for more than 30 days after the exhibition pick up date, without a written gallery authorization, will become property of Assunta Fox Gallery.

**Exact return shipping address:** \_\_\_\_\_

**Amount of insurance for the return shipping of work:** \$ \_\_\_\_\_

**Please place a checkmark - the work will be [ ] hand delivered and/or [ ] hand picked up**

I have read and understood the above: Fax form to 1-714-731-1890

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**You must prepay the return shipping costs (which will be refunded for sold artwork).**

Send a check for the exact cost to you when you sent the work plus \$25. for handling and any potential cost difference for the return. We will hold artwork until the check is received.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_