ECLECTIC ART STUDIO
eclecticartstudio.co.uk

CHECKLIST

Your artwork shipping checklist

- [ ] Photograph the artwork from several angles before packing
- [ ] Wrap the work in acid-free tissue, then bubble wrap with bubbles facing outward
- [ ] Fit corner protectors on all four corners of the frame or stretcher
- [ ] Place the work in a box with clearance on all sides and fill gaps with cushioning material
- [ ] Test the sealed box by tilting it to ensure the work does not move
- [ ] Write handling instructions on at least two sides of the box in waterproof marker
- [ ] Declare the full value when booking the courier and keep the tracking number
- [ ] Include a delivery note inside with the buyer's contact details and unpacking instructions
- [ ] Photograph the sealed, labelled box before handing it to the courier