

Packing instructions for shipping fragile prints correctly in sturdy tube

Make sure you have the following before you start:

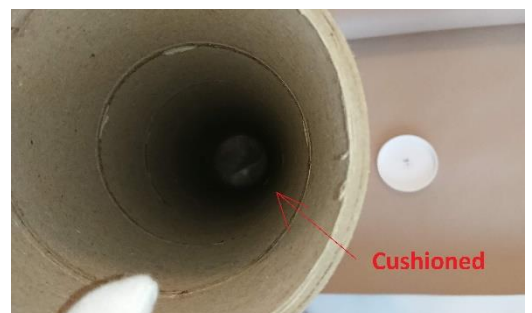
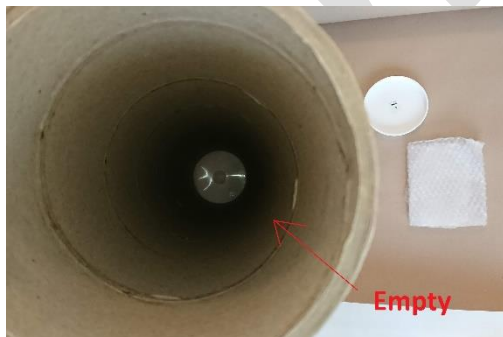
- The print you are shipping
- Kraft paper - size must be at least 25cm/10" longer and 12cm/5" wider than the print, preferably 50cm/20" longer and 25cm/10" wider
- Bubble-wrap to "cushion" the print inside each end of the tube
- Tissue paper to cover all the front of the print
- Cotton gloves (or dry and completely clean and smudge free hands)
- A sturdy tube with min 10cm / 4" diameter and min 4mm / $\frac{5}{32}$ " Wall thickness, with end caps
- Solid tape to secure kraft paper, end caps and to attach invoice/shipping labels



Step by step:

0. Prepare tube for taking print inside.

Make sure the tube is empty, has no damages to it and then secure one end cap and slide a small amount of bubble-wrap into the tube. This will actively work as a cushion between end cap and kraft paper during transport. About 3-5cm/1-2" bubble wrap is enough



1. Make sure the surface you plan on using for packing the print is clean, and that you are wearing cotton gloves/clean hands.

2. Prepare kraft paper, which is large enough for the print and small enough for the tube: The kraft paper should be **min 25cm/10" longer** and **min 12cm/5" wider** than the print. It should have approximately the same width as the length of your shipping tube.



3. Centre the print on the Craft paper, face up, with about **6-8cm/2-3"** excessive kraft paper on each side of the print

4. Cover the front of the print with tissue paper and prepare to roll it up.

Tip: Make a base-fold in the kraft paper, slide the print inside and start rolling.

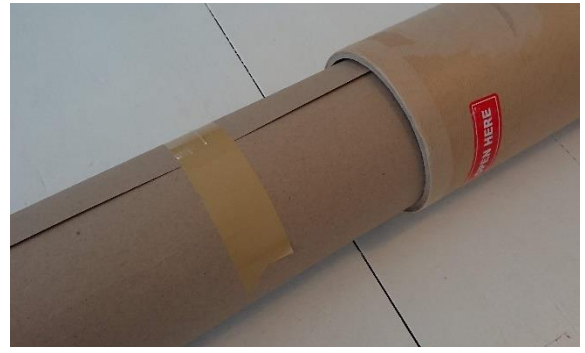
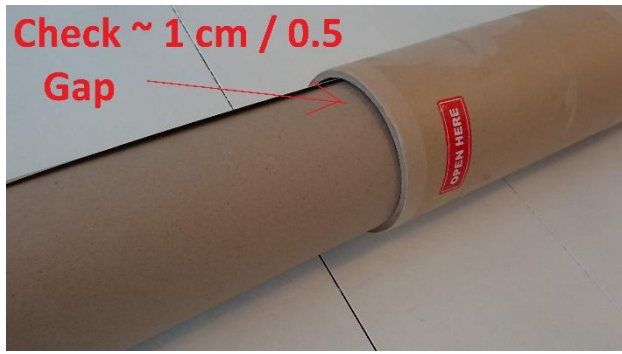


5. Be determined and start rolling the print carefully. This is where it is easiest to destroy the print, so take your time, use steady and slow motions when rolling.

Tip: Lay your tube down next to the print, so that when you roll it together you can eyeball the inner diameter of the tube vs the outer diameter of your rolled-up print.



6. When it is rolled to the preferred diameter, then check the size by sliding it half way into the tube. It should just fit inside, so there is about 1cm/0.5" between the kraft paper and the inside of the tube. See pictures below (PS: The COA/receipts are going into this gap later)



7. Place a small piece of tape on the kraft paper to keep it in the wanted position and then slide the print all the way inside the tube. Be gentle here - the kraft paper (with the print safely inside) shouldn't be pushed with **extensive force**, but you shall need to help it all the way inside and feel that it "lands" on the bubble-wrap cushion.

PS: If it slides inside by itself, you have rolled your print up to tightly and should redo step 6.

8. If the width of your kraft paper was the correct size, there should be about $\pm 2\text{cm}/1''$ of kraft paper at the open end of the tube – but this isn't always the case, options follows:

a.) If there is *too little* kraft paper, go to step 9.

b.) If there is too much kraft paper, first make **100% sure** that you know where the edge of the actual print is located, and that it is min 6-8cm/2-3" below the kraft paper edge. Then carefully fold **ONLY** the excessive kraft paper to make it fit inside the tube.



9. Slide the COA inside, between the kraft paper and the tube, slightly bent to fit the curve.



10. Fill the last top space with bubble wrap and close the last end cap for the *movement test*.



11. Movements test:

At this point you should be able to lift the tube up, hold it horizontally and carefully shake the tube sideways and listen if the kraft-paper and print is moving sideways inside the tube.



- a.) If the kraft paper move sideways – go back to step 8.
- b.) If there is no sideways movement, then please continue.

12. Before taping up the last end cap, double check that you have remembered to put the COA/Receipt inside and then tape it up. Soon done, only missing some paperwork.



13. Remember to put the invoice on the outside of the tube, together with the shipping Import/custom codes may be different from countries, please check yours.

Tip: For Norway, UK (before Brexit) and USA, an art print have code: #9702.



14. Send the buyer tracking info/number asap after the print have been delivered to carrier

! Enjoy your well performed packing job and relax with a cup beverage, of your own liking!