

CLAIRE GIVENS VIOLINS, INC.

Established 1977

Dealers, Makers & Restorers of Fine Violins, Violas, Cellos & Bows

PLEASE TAKE A MOMENT TO NOTICE HOW THE INSTRUMENTS AND BOWS ARE PACKED FOR CORRECT PACKING ON YOUR RETURN SHIPMENT.

PACKING CHECKLIST

- ___ De-tune the instrument one half-step.
- ___ Loosen the hair on all bows.
- ___ Place foam around the bridge.
- ___ Place cardboard-rolls under the tailpiece and fingerboard.
- ___ Place foam between the case and instrument so that it does not move.
(use wax paper between foam and instrument during hot weather to prevent foam from adhering to the varnish).
- ___ For double violin cases, place foam between the pegs of one instrument and the C-bout of the other instrument. Some of our double cases have a built-in protective flap that serves the same purpose. Please be certain it is positioned correctly.
- ___ Ensure that the instrument and bow spinners, ties, and neck-straps are in place.
- ___ Use the case blanket or other covering for the instrument.
- ___ Be certain the instrument or bow case is packed securely into the shipping box with bubble wrap or paper, so that the case does not move.



PLEASE BE CERTAIN THAT ALL OF THESE PACKING DETAILS ARE COMPLETE BEFORE SHIPPING.

THANK YOU

SHIPPING INSTRUCTIONS

We recommend UPS. After your shipment is carefully packed and boxed, bring it to a **UPS CUSTOMER CENTER**. We have found that some people are paying higher rates than necessary at “The UPS Store” or other packing stores.

To find the UPS CUSTOMER CENTER nearest you, go online to www.ups.com/dropoff.

- enter your zipcode
- under Find Location Types, check the box **UPS CUSTOMER CENTERS**
- make sure the other boxes are unchecked
- click on Find

The nearest location will be displayed.

-Please use one of the following checked shipping services to return the instrument and/or bows:

- UPS Next Day Air.
- UPS 2nd Day Air.
- UPS Ground.
- Express Mail (post office).
- FedEx Standard Overnight Air.
- FedEx 2nd Day air.
- FedEx Ground.

BUYING INSURANCE

Please purchase insurance coverage of \$1000 if the combined value of the contents of the shipment is equal to or exceeds that amount. If the value of the shipment is less than \$1,000, then purchase insurance coverage equal to the contents' value.

Examples:

1. A shipment containing a \$7,000 violin and a \$1,000 bow has a total value of \$8,000. **Insure for \$1,000.**
2. A shipment containing two \$450 cello bows has a total value of \$900. **Insure for \$900.**

If you have any questions or concerns regarding packing the instrument or bow, feel free to contact our Shipping Manager, Paul Sauey. Please contact Claire Givens Violins with the Tracking number for that shipment at 612.375.0708 or 1.800.279.4323 or email it to cgivens@givensviolins.com.

YOU WILL BE HELD LIABLE FOR ANY DAMAGE INCURRED DURING SHIPPING IF YOU FAIL TO REPACK AND SHIP OUR INSTRUMENT(S) AND/OR BOW(S) FOLLOWING OUR GUIDELINES.

Thank you,
Claire Givens Violins
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