

How To Pack & Ship Your Artwork

Packing:

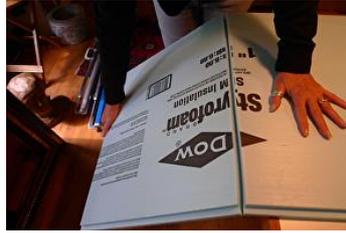
Wrap ALL paintings individually

1. Protect:

- wrap in acid free tissue paper (available on Amazon or Ebay for £4 per 100 sheets) on both front and back
- or wrap in cling film (start wrapping on the back)
- slip the wrapped work inside a plastic bag. Fold the bag tightly around it. Seal it with sellotape on the back.

2. Make a foam sandwich:

- Lay the canvas on a sheet of insulating foam (at least 1” thick--best price via Wickes <http://goo.gl/KovtLO>)
- Using a Stanley knife, cut the foam around the edge, forming a matched piece of foam. Do this twice.
- Put a piece of foam on the front and back of the artwork (making a sandwich)
- Use packing tape to bind together—go the whole way around twice



3. Cardboard:

- Create a flat sheet--if you use a recycled box, make sure that any printing on the box is facing up (so your box will be free of printing and ready for a postal sticker).
- You will need a piece of cardboard big enough to wrap the sandwich all way around, leaving enough on the end to fold over (about 5cm each side).
- **Tape** the cardboard tightly to the foam sandwich. Go all way around so the tape overlaps itself.



4. Score the corners with a knife and follow the fold lines created at each corners to form flaps.

5. Tape around the box on each end making 2 straps. Hold down the flaps at the end of the box. Repeat following the narrow edges of the box.

Shipping:

Tips:

- Use strong, wide packing tape to seal the shipment. Buy the very best packing tape you can afford!
- If you use a box, make sure that the box is large enough to allow for adequate cushioning between the work and the inside of the box
- Use large FRAGILE stickers on every shipment AND clearly mark package DO NOT BEND
- Do not use brown paper or string. Always use modern packaging materials.
- If your painting is long and narrow or too tall/wide, make a “telescope” with your boxes, assembling them and sliding them one inside the other until they equal the artwork size.
- Always remove old shipping labels before reusing packaging to send to a new destination.
- Always include a sheet of packaging instructions if you want people to return the artwork to you.
- Write a return address on the item.
- Put a contact name, address and telephone number inside
- Always document everything you do when packing and shipping - and document everything that goes wrong if and when it does, included pre-existing damage.
- Insure your shipment for the full value of its contents and always check the insurance specifications.
- Clearly label both the sender and recipient contact information on the outside of the box.
- Everything you ship needs a BIG WHITE CLEAR LABEL which is difficult to miss. Use capital letters and write clearly.
- If your shipment has got a tracking service do NOT forget to include the TRACKING LABEL
- Never cover the Scan Code on the label with tape. The shininess of the tape may prevent the scanner from picking up the code.
- Every box is stamped with its rating. Most single walled boxes can safely hold 40 pounds. If your item weighs more than 40 pounds a double-walled box or wood crate might be a safer choice.

Selecting A Carrier:

- Always insure your art for its full value (or the price at which it was sold.)
- Keep all of your tracking numbers and receipts from everyone involved just in case a claim must be filed for damage.

Other companies/shippers to check are: [TNT](#), [MyParcelDelivery](#), [MyHermes](#),

Here’s a comparison of the leading carriers, based on an A3 canvas + packing (2kg / 46H x 34W x D8cm), insured for £100, shipping within the UK.

Courier	Shipping Cost	Insurance Cost	Total	Shipping Time	Pick Up or Drop Off
FedEx (International Only)	Aprox £32.00	Economy Europe £7.36 (€ 10)	Aprox. £40.00	Various	Pick up/Drop Off
UPS	£38.50	1% of the Declared Value for Carriage with a minimum of £3.95		1 working day	Pick up/Drop Off
Royal Mail	£11.00	included	£11.00	By 1pm next day	No pick up
DHL	£17.00 (online)	£12.00 (or 1.5% if the value is higher)	£29.00	1 working day	Pick up/Drop Off
Parcelforce	£16.50	Included	£16.50	1 working day	Pick/Drop Off discounts

More specialised Art Shipment Couriers are compared in the table below:

Courier	Shipping Cost	Insurance Cost	Total	Shipping Time	Pick Up or Drop Off
Art Move Ltd,	Hourly rate £90 per crew of 2 Minimum charge £90 Monday - Friday 0900 - 1700	All risks for goods in transit is available on request at 0.15% of value per mainland UK sending. (min charge £10 per sending) Limit: £1million	Variable	Variable. Work outside central London chargeable until return to London. Minimum charge of £10 for materials and/or parking/congestion	
Pack-Send	£98.80	Loss and Damage Cover charged at 4%	Variable	Same Day or Overnight Domestic UK Deliveries	
Hough Specialist	£80	Included - cover up to £2000 goods in transit	£80	Variable	

Tips for framed artworks:

If at all possible, **avoid shipping framed artwork.**

- **REMOVE GLASS if possible** and wrap separately, OR use glass safety film (from £6 on Ebay, UK free shipping) on top of all glass. You can also lay tape across the surface of the glass to avoid damage to your artwork if breaks.
- **CUSHION your artwork** and make sure you fill any voids or spaces. You can use bubble wrap, insulation foam, cardboard, etc.
- **Use corner guards:** fold a sheet of paper into a triangle that has one open end. Place a triangle on all four ends of the print or drawing. Then tape **ONLY** the triangles to the cardboard.
- **Wrap the frame with cling film.** The best and practical tool to do this is the Handywrap available here <http://www.packnmove.co.uk/protective-wrapping/handywrap>
- Clearly mark package “GLASS” or “FRAGILE, DO NOT BEND”

Tips for unframed artworks:

- **Never lift an unmounted print or drawing by the corners:** slide a sheet of cardboard beneath it as a support and hold the cardboard, not the art.
- If you must use your hands, please use **tissue paper or photography gloves**
- **Support the long sides of the cardboard with both hands.**
- Always make sure an oil painting is dry before you start to pack it
- Always use bubble wrap with the **bubble side facing out.**
- Make sure artwork is contained within a **waterproof sealed envelope.**
- You can also use specific bags made for shipping artworks. Click [here](#) for more information

How to pack a sculpture:

1. Remember to wrap with caution, care, and patience! A lot of damage can happen just in the wrapping process.
2. Wrap your piece in bubble wrap. If there are separate parts to your sculpture or if it can be taken apart, wrap each piece individually.
3. Use padded envelopes for sharp edges or odd shapes.
4. Wrap bubble wrap around all sides until you can't feel the sculpture underneath the bubble wrap, and secure with packing tape.
5. Make sure you fold down ends of bubble wrap and tape. Leave no area exposed.
6. Use a strong rigid container—double-walled box for over 40 lbs., wooden crate if over 70lbs. or if it's significantly valuable or fragile.
7. Fragile items shouldn't touch either each other, or the side of the container.
8. For more protection when packing, glue a layer of packing foam to the walls of your box before putting your fill and items inside.
9. Fill the bottom of the box with your cushion materials, you need a minimum of 2 inches of void fill beneath your item.
10. Place your sculpture in an upright position and fill all empty space with more loose fill.
11. Seal all seams of your box and label it fragile.

Images by courtesy of Laura Den Hertog

<http://lauradenhertog.com/blog/10972/fool-proof-method-for-shipping-art>

Other Sources:

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<https://shiphawk.com/how-to-ship/painting>

<http://reddotblog.com/how-to-ship-paintings-a-step-by-step-guide-for-artists-and-galleries/>

<http://thepracticalartworld.com/2011/04/09/wrapping-artwork-for-shipping-part-1-works-framed-with-glass/>