

HOW TO SHIP YOUR INSTRUMENTS

The goal in packing your instrument is to suspend it inside the case so that any shock to the case will not be transmitted to the instrument. Heel and headstock breaks are the most common type of shipping damage.

Padding beneath the heel of the instrument will protect it from a heel crack as long as the neck is not resting on the neck support built into the case.

Protect the headstock by using a pad on top of the headstock to absorb the forward movement if the instrument should fall face down. Wrapping some packing material around the tuners may keep them from getting bent, but do not put supports UNDER the headstock.

BASIC PACKING STEPS

- 1 Always ship with a carrier that has a tracking number system and always insure your instrument! We cannot accept C.O.D. or collect shipments.
- 2 If you are shipping from outside the United States, always include a pro-forma invoice stating the value of the instrument and the country in which the instrument was originally manufactured.
- 3 Include your return address and a daytime phone number. Pack the bottom of the shipping box with at least three inches of newspaper or packing material.
- 4 Wrap any movable pieces in packing material (bridges, pickup batteries, etc.) and put them inside the case pocket.
- 5 Loosen the strings so they lie on the fingerboard.
- 6 Place padding between a raised tailpiece or pickguard and the top of the guitar (archtops). Then pad our instrument in its case. (See diagram.)
- 7 Put the case in the shipping box and add more packing material around the sides of the case and another three inches on top before sealing the box.

Pad Your Instrument at Four Suspension Points

