

# Mail in Your Art!

Thank you for ordering from our Mail in Art Service. We are proud to have you as part of our Creative Community. Please fill out this **Information Form** and include it in your art tube.

Name: \_\_\_\_\_

Frame SKU (the number on the frame you chose): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Artwork Size: Height \_\_\_\_\_ Width \_\_\_\_\_

Order Number: \_\_\_\_\_

Artwork Type (Circle One):    Paper       Canvas       Other

Artwork Condition (Circle One):    Excellent       Fair       Fragile

Please use the box below to indicate the location of any aging, damage, torn edges, blemishes etc., on your artwork. If necessary, write a description of the condition.

## WAIVER

Graphik Dimensions LTD, Parent Company of pictureframes.com  
**Statement of Liability**

I \_\_\_\_\_ understand that my artwork, to include but not limited to, artwork, photographs, images, and graphics, are subject to the terms and conditions stated in this document. The owner gives Graphik Dimensions Ltd./pictureframes.com permission to produce the presentation requested. I expressly acknowledge and accept that the liability of Graphik Dimensions LTD./pictureframes.com for any damages I may suffer as a result of loss or damage is expressly limited to the lesser of (i) \$200.00; or (ii) the actual replacement cost of such lost or damaged property, even if the loss or damage results from the fault, deliberate act, negligence, or gross negligence of Graphik Dimensions LTD./pictureframes.com or any person for whom is legally responsible. I further renounce any claim from Graphik Dimensions Ltd./pictureframes.com for any indemnity more than the preceding, including but without limitation, claims for economic loss, loss of profit, special, consequential, direct, or inconsequential damage.

Graphik Dimensions LTD./pictureframes.com is not responsible for any items remaining unclaimed after 45 days, and/or any damage or loss during shipping. Any loss incurred during shipping is the sole responsibility of the shipping company. I confirm that the value of the item(s) provided to Graphik Dimensions Ltd./pictureframes.com framing does not exceed \$200.00.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Mail in Art Instructions

Here's a handy run-down to follow that will ensure that your art is rolled and packed correctly to return for framing.



- Enclosed in your **REUSABLE** shipping tube you should find: **Protective Paper, Packing Paper, Information Form, and a UPS Return Label.**
- Please read and fill out the **Information Form, document the condition of your art, document your art's size** (very important!), and **sign the waiver.**
- Next, place the **Protective Paper on top of your art** (additional sheets of Protective Paper will be sent for each picture), then carefully roll your art to fit in the shipping tube.
- **Please be careful not to roll your artwork too tightly** as this could damage your picture.
- After you have placed your rolled art in the tube, **add the Information Form, then place Packing Paper at the end of the tube;** this will keep your art from sliding.
- Seal the tube using **packing tape only** (Please do not use staples, glue, etc. to seal tube).
- **Affix the prepaid UPS Return Label** to the outside of the shipping tube covering the original label.
- Visit your nearest **UPS Drop-Off Point** to have the tube shipped back to us.
- Retain the **UPS Tracking Number** and **Receipt** for your records.
- Call us at **1-800-332-8884** if you have any issues packing your artwork.
- Once we receive your artwork, **we will contact you by email or by phone** to confirm the next steps of your order.
- We are available by email at **mailinservice@pictureframes.com** and also by phone at **1-800-332-8884 Monday - Friday, 8 am-7pm EST.**

**pictureframes.com**