

DOUGLAS C. COX

Professional Quality Violins and Violas
1138 Sunset Lake Rd. • W. Brattleboro, VT 05301 • (802) 257-1024
douglas@coxviolins.com • www.coxviolins.com

Shipping Instructions

Thank you for considering the purchase of one of my instruments. In the event that you decide to return the instrument, it will be your responsibility to make sure that it is returned safely and that it is properly prepared for shipping.

Here are my suggestions for packing and shipping. Please arrange for shipping with UPS or FEDEX or another approved shipper. *Do not ship with the US Postal Service.*

How to Pack an Instrument for Shipping

1. Prepare the instrument for shipping:
 - a. Loosen the strings slightly, about half a tone.
 - b. Be sure that nothing is loose on or around the instrument.
2. Place the instrument in the case, adding enough padding to keep the violin from moving around in the case.
3. Make sure the bow is secured in the bow holder, and the bow hair is loosened.
4. Pad the case in the box so that the case does not actually touch the box. Bubble wrap, plastic peanuts or shredded newspaper is good for packing the case in the box.
5. Make sure the box is sealed shut and the word “**FRAGILE**” written in large letters on the outside of the box.
6. Time your shipment so that it will not be in transit over a weekend or holiday.
7. Insure the instrument (bow and case) for \$1,000.00.
8. Email or call us with the shipper’s Tracking Number.

NOTE: In general, when packing for shipping, pack tight enough to keep the instrument from moving during shipping, but loose enough to avoid undue pressure on the instrument.

The enclosed Instrument Evaluation Form is important to me in evaluating the preparation and presentation of my instruments. Please take a few moments to fill it out and return it to me.

Douglas Cox