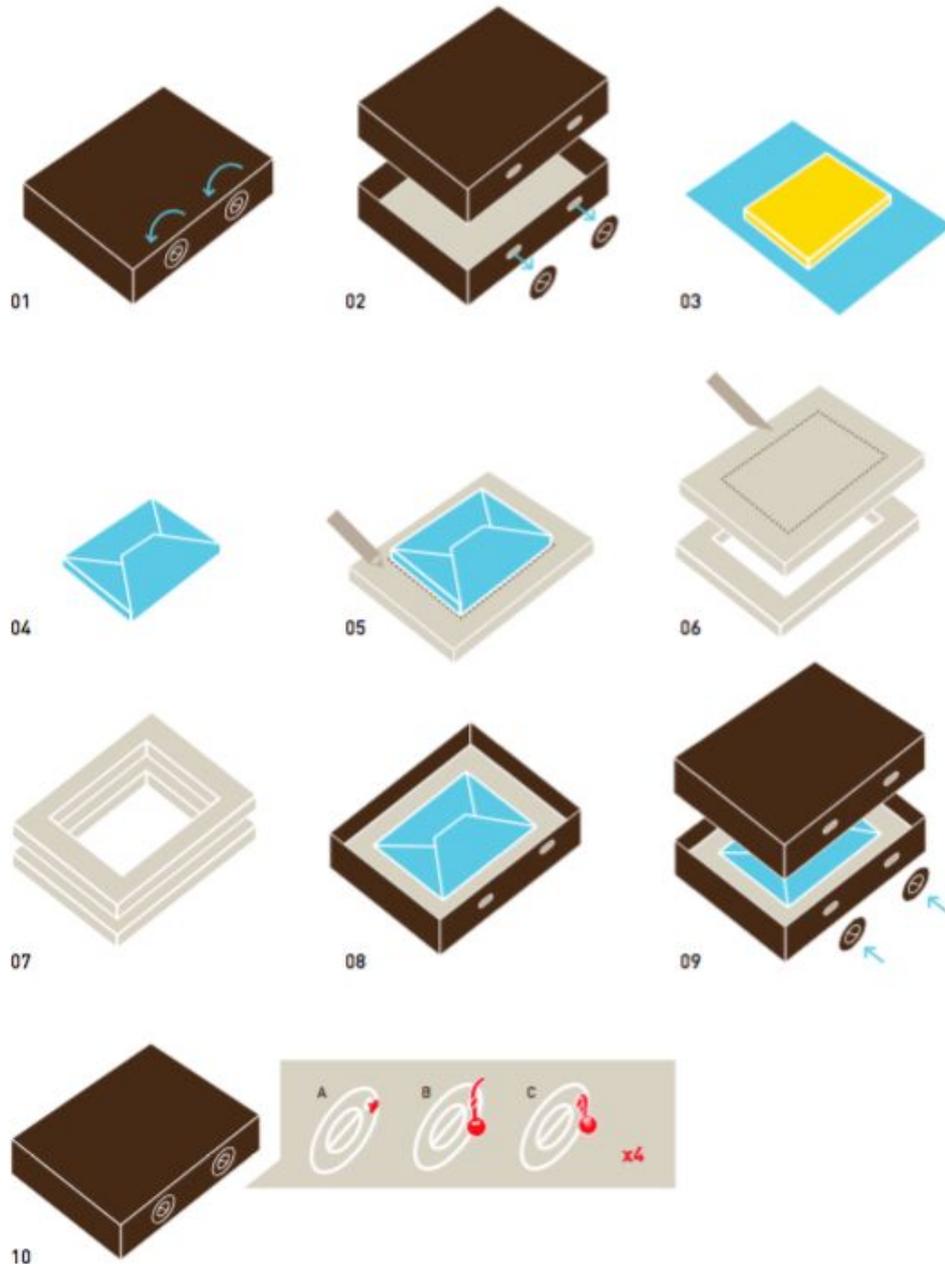


Packing Instructions for Art Box



1. Turn the locks anti-clockwise to open the box
2. Remove the locks from the box and take the lid off
3. Remove the polythene wrap from the box, lay on a clean flat surface, and lay the artwork face down on the wrap
4. Wrap the artwork
5. Using a marker, draw around the artwork on one of the PE foam sheets
6. Using a sharp knife, cut the foam sheet where marked
7. If the depth of the artwork requires it, cut the second sheet also
8. Place the foam back in the box, place the wrapped artwork in the box
9. Replace the lid on the box, insert the plastic locks
10. When the courier arrives to collect the box, insert the security tabs and seal. The courier may need to see the contents of the box, so it is important not to seal the box before collection.