

## Packing & Shipping Instructions for Sending Your Donated Viol to VdGSA

### PLEASE READ CAREFULLY

Shipping charges vary widely depending on which company you use. For example, if you go to a UPS Store (formerly Mailboxes Etc), you will be paying a very high premium. VdGSA found that FedEx is more economical and is therefore recommended.

When possible, please use the FedEx on line site <http://fedex.com> and print the shipping label yourself. You can either arrange for pickup or deliver the instrument to FedEx.

### Packing the Instrument

1. **Lower the tension** on the strings about a half pitch from A=415.
2. **Support the bridge** from both sides with rolled up newspaper, bubble wrap, or something similar, to prevent it falling over.
3. Make sure the **instrument fits snugly** in its case. Pack extra material around it if necessary.
4. **Secure the bow** so that it can't come loose. If there is rosin, it should be inside a pocket.
5. **Boxing the instrument:** Fed Ex or whoever is packing and shipping will place the case containing the instrument within a cardboard box. The case should be surrounded with material such as packing 'popcorn', 'peanuts' or 'bubble wrap'.
6. Request **ground transport** from the shipping company.
7. Purchase **insurance** in an amount to cover estimated replacement value.
8. If the **total cost** will be more than \$100 including insurance, or if you have **questions**, contact Lee Talner <[talner@uw.edu](mailto:talner@uw.edu)>.

#### In Western United States, ship to

Charlie Ogle  
2540 Woodland Drive  
Eugene, OR 97401  
<[charlie@violadagamba.com](mailto:charlie@violadagamba.com)>

#### In Eastern United States, ship to

Thomas Mace Early Strings Workshop  
318 Mockingbird Gardens Drive  
Louisville, KY 40207  
<[thomas@earlystrings.com](mailto:thomas@earlystrings.com)>

Once the viol is shipped, send email to Ogle or Mace (with cc to Lee Talner) that the instrument is on its way and **include the tracking number**. After the instrument arrives at its destination you will be reimbursed for your out of pocket expenses.