

## SHIPPING INSTRUCTIONS FOR PRINTS

1. Return postage must be in the form of U.S. postage stamps or **undated** meter stamps. Entrants from outside the U.S. may include extra money to pay for return postage.
2. Work sent by UPS or Federal Express can be returned by UPS or FedEx if you include a check for the correct amount **plus \$1 handling** — remember it costs more to send it to a home than a business — or if you fill out a UPS or FedEx return form with your account number.
3. If you insure the return of your work, include the **entire** completed insurance form. It must be stamped at the Post Office here to be valid.
4. When sending prints you must still register and pay through Smarter Entry, but please include return postage and insurance form (if used) in one envelope packed with your work, or attach stamps and return labels to your return envelope.

## PACKING TIPS FOR PRINTS

The Photo Review Competition is simple to enter. There is no need for matting or framing prints and no bulky and expensive shipping boxes are required. Following these few packing tips will ensure the safe arrival and return of your work.

1. Prints should be sent in an envelope packed with cardboard or an appropriate box the size of the prints. Photographic paper boxes are ideal.
2. When using corrugated cardboard as packing in envelopes, use two pieces with the corrugations running at right angles to each other. Two pieces of foam core also work well.
3. Make packing board at least 1" bigger on each side than your prints and secure prints in the center of the board by using paper corners. (You can cut apart an envelope.) The small plastic corners are not big enough nor strong enough.
4. If you use a photographic paper box, using two pieces of cardboard or foam core is still recommended.

5. Mark the outside of the envelope or box "Photographs: DO NOT BEND!" The Post Office may actually pay attention to that.

6. Please do not send excessively large boxes. And please do not pack your prints in Styrofoam peanuts.

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## CHECKLIST

- Name and title attached to upper left-hand corner of prints
  - Return postage, \$ for UPS or Fed Ex or return form
  - Return mailing label
  - Insurance form (complete form if used)
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