

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

PLEASE READ CAREFULLY

Shipping charges vary widely depending on your location and which company you use. You may wish to compare your available options to determine the most economical choice. Members of the VdGSA have found that FedEx is generally the most economical in most locations.

Check the address information carefully on the shipping label to ensure that the instrument will arrive at its intended destination.

Packing the Instrument

1. **Lower the tension** on the strings somewhat below A-415
2. **Support the bridge** from both sides with rolled up newspaper, bubble wrap, or something similar to prevent it from falling over.
3. Make sure the instrument **fits snugly** in the case. Use extra packing material to ensure that it is secure on all sides.
4. **Secure the bow** so that it cannot come loose and damage the instrument. Remove other items from the case.
5. **Boxing the instrument.** The shipping firm should place the case in a box. Check to make sure that the case is securely surrounded with packing material so that it does not move within the box.
6. Request **ground transport** from the shipping company.
7. Purchase **insurance** in an amount to cover the estimated replacement value.
8. Feel free to write or call Ronald Vernon (rvernon@olemiss.edu; 662-816-3417) to discuss details of shipping, reimbursement for shipping costs, or any other questions.