



## Instructions for Picture Perfect Shipping This Market

1. **EITHER:** Leave a copy of the relevant sales orders at the showroom for the Ampac team, fax to (336) 889-7648 or email [ggooden@ampacforwarding.com](mailto:ggooden@ampacforwarding.com)
2. **OR:** Use our online Order Form, which can be printed, or submitted online.
3. Be sure we have the **Consignee full address and phone number for each order**. A contact name, Email and fax are also great to have.
4. **Our default shipping method is “best way, prepaid”**. Tell us if there is a preferred carrier for transportation.
5. Tell us **who to invoice for applicable non-freight charges** such as packing/wrapping, and showroom pickup.
6. All showroom buildings will require you to do something according to their policies to **authorize a third party like Ampac to remove items**. Will you include a moment to do this before leaving? *Thank you.*
7. **Create a pickup tag for every “piece” involved**. Help us assure the accuracy and security of this shipment, which may pass through several hands, by keeping in mind an item may ship in multiple pieces, so may require multiple tags. (We illustrated an example at the top of the page.) Even tagging each chair in a set of chairs is your best insurance policy that all third parties involved will be able to account for your product as well as you would (“1 of 6” through “6 of 6”, for instance.) We will attach your tags to the exterior of each packed or wrapped piece, and your shipment will reduce stress, not to mention avoid trouble, wherever it goes!
8. Out of time and energy for all this tagging? We can send help. Call Gary at 336.889.6617.
9. Leave tags on top of a piece, place in a drawer, or attach lightly with a masking tape--if surface is suitable. (Never on leather, and never poly and scotch-type tapes!)

### Questions?

Contact James Lincourt, [JLincourt@AmpacForwarding.com](mailto:JLincourt@AmpacForwarding.com) or Gary Gooden, [GGooden@AmpacForwarding.com](mailto:GGooden@AmpacForwarding.com)

336 889 6617 office      336 889 7648 fax

***Remember, we can help at other exhibitions.***

***Thank you for your business! We really appreciate it,  
at Market and year-round.***