

# Gary Armstrong

WOODWINDS LTD

1612 QUEEN STREET WEST | TORONTO, ONTARIO | M6R1A8

---

Tel: 416-535-6000 | Fax: 416-534-7595 | [www.garyarmstrong.com](http://www.garyarmstrong.com)

## Shipping your instrument: How To

Shipping an instrument can be a scary proposition; however with the right precautions you can feel safe sending your instrument to us for repair.

### PLEASE CALL AHEAD BEFORE YOU SEND YOUR INSTRUMENT

#### Step 1: Packaging

First give your instrument case a gentle shake. If the instrument moves within the case, insert one layer of thin bubble wrap into the case, repeat as necessary. Select a sturdy corrugated box that is three or four inches larger than the case. Cover the bottom with a layer of Styrofoam peanuts and place the case in the box and fill the remaining space with foam. Place on top of the foam our info sheet (see page 2) and seal the box. Use a liberal amount of packing tape to ensure there is no chance of the box opening during transit. Give the entire box a gentle shake to ensure there is no unnecessary movement within.

#### Step 2: Insurance

It is crucial that valuable instruments be insured; speak with your insurance company to see if your policy covers the instrument during transit. If you have no existing coverage we recommend your purchase some insurance from your selected carrier. We have never had a loss during transit, but if something were to happen you would be covered.

#### Step 3: Sending

Always use a courier to send instruments. Ideally they should be sent overnight from your location to ours; whatever you choose the less time it is with the courier the better.

When we receive the instrument we will contact you to say it has arrived safe and sound. You will be contacted a second time once we have looked it over.

# Customer Information Sheet

Full Name

Billing Address

City | Province/State | Postal Code/Zip Code

Mailing Address (If Different)

City | Province/State | Postal Code/Zip Code

Primary Phone

Secondary Phone

<input type="text"/>	<input type="text"/>
----------------------	----------------------

E-mail

Instrument Model and Serial Number