

## Packaging and Mailing Original Photographs

### Flat Photographs

#### Protective Sleeve

Acid free protective sleeves should be used with all your photographs. This prevents oil and dirt from your hands and fingers from staining the photo. It also may catch an inadvertent coffee or other liquid spill from ruining the picture

Even if you have protective sleeves, PhotoTree recommends you place the picture in a sealable baggie for mailing. In the case the mail is subjected to rain along the way, this can help protect the image.

#### Stiff Reinforcement

All photographs (after placed in sleeve or baggie) should be placed between two stiff sheets. This can be cardboard, poster board, picture mat material, etc. This will help prevent any bending of the photograph. The two outside sheets should be taped together so the image cannot slip out. Note, just a couple pieces of tape will work. Do not seal so that it is hard to remove.



#### Envelope

Photograph envelopes are available at most office supply stores and even most large discount stores. It is recommended you use an envelope like this. Mark the outside "Photos - DO NOT BEND"

#### Boxes

The U.S. Post Office provides small boxes (free) for use with Priority Mail. These are highly recommended. Package the photographs as above, but also wrap with bubble wrap, styrofoam peanuts, or other filler so the image cannot shift around. If Priority Mail is used, tracking and insurance can be purchased also. This is the recommended method also if numerous flat photographs are sent.



### Cased or Framed Photographs

#### Wrapping & Padding

If the photograph is in a case or frame, it should be wrapped with bubble wrap or other padding. If possible, place this package inside a baggie for further protection from the elements.

#### Box

It is highly recommended that photographs of this nature be sent using Priority Mail, along with tracking and insurance if you like. The Priority Mail boxes are free from the Post Office, and are very sturdy. Be sure to include enough packing so the image does not shift in transit.

Send all mail or express delivery to:

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Suite 118-256  
Wichita, KS 67226