

## Recommended Shipping Instructions for Statues

**Final receiving date at Drepung Loseling Monastery, Inc. for statues requiring filling:  
Tuesday, October 24, 2017**

**Note: Only hollow statues may be filled. All statues sent in for filling must have a covering base plate or stopper to keep the consecration materials inside.**

Before making the decision to ship your item for consecration, please consider the following factors that may cause loss or damage to your item during shipment:

1. Does your item have pieces that stick out from the core? These areas are the most susceptible to damage during transit. Some examples are arms that gesture away from the body, headdresses with tips, objects held in hands, etc.
2. Is your item covered with a gilt paint? Special care should be taken with the wrapping of such items to prevent the gilt from flaking off (particularly in the facial region).
3. From what material is the item constructed?
4. What is the value of the item?
5. Can the item be easily replaced or repaired?

Drepung Loseling Monastery, Inc. (DLM) recommends the following for the shipping of your item:

1. Decide upon a shipper. UPS or FEDEX automatically insure an item up to \$100. Additional fees are incurred for insured items over \$100. Please check with the chosen carrier to verify that this is a current policy.
2. Package your item according to the shipper's instructions. If the package were to incur damage during shipping, the company will send out an inspector to ensure it was packed per their specifications. If the package does not meet their requirements then insurance will not be enforced.
3. Pay close attention to fragile parts that stick out and away from the core of the item. These are the areas most susceptible to damage during the shipping process.
4. Gilt or painted statues (pay close attention to the faces) should be wrapped first in cotton (i.e. – cotton balls) to protect their delicate coating and then a soft cloth or paper.
5. Insure your package.
6. Enclose your completed Statue and Consecration Request Form and the signed Release Form. We will need those to process your request.
7. Print a pre-paid shipping return label. We will return your items in the same box you use for shipping the item to us unless the box arrives damaged. We will ship all packages via UPS Ground unless otherwise specified.
8. If you use a carrier other than UPS a pick up charge may be incurred.
9. If you do not send a pre-paid shipping return label with your items:
  - a. There will be a \$20 Packaging & Handling charge in addition to the actual shipping fees.
  - b. We will need to know if you choose to insure your package and for what value. Extra fees will apply depending on the value.
  - c. We will need your credit card information to process your request. You may call us at 404-982-0051 or fax the form to 404-982-6435 between the hours of 10 AM – 6 PM Eastern Time Monday – Friday if concerned about security. Remember to still enclose both of the completed forms when shipping your items to us.
10. DLM will ensure to pack your items as securely as possible. Check your package for damages immediately upon arrival as most carriers have a time deadline for the reporting of damages. If your package does arrive damaged, contact your carrier. DLM is not responsible for damaged items (please refer to the Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement).

**Ship your Items, completed Statue Consecration Request and Release Forms to:**

**Drepung Loseling Monastery, Inc., 1781 Dresden Dr., Atlanta, GA 30319**

**Phone: 404-982-0051 Fax: 404-982-6435**