



## Overview

## How To Mail Your Order Safely

Pittsburgh Pictures accepts orders from all the major shipping carriers including FedEx, UPS and the United States Postal Service. The key to ensure safe arrival of your order is through using the proper shipping materials. This guide will outline the shipping materials and proper packaging techniques. Always be sure to include your order form or receipt with your order so our technicians are able to match your tapes to your order.

*The following materials should be used:*

- A Quality Box
- Packing Tape
- Padding Material
- Order Form or Receipt

## A Quality Box

We recommend that you use a new, brown cardboard shipping box as opposed to others like shoeboxes. These boxes can come in many sizes. If you aren't sure what size to use, its always better to err on the side of too big, you can always put in more padding material.

## Padding Material

Padding material comes in all shapes and sizes from bubble wrap to newspaper. Our recommendation is to make sure there is enough padding to prevent your tapes from being loose and jumbled. Use enough padding to make sure your tapes will have a smooth ride.

## **Packing Tape**

Regular tape is probably not a good idea to use when packaging your family memories. Use any heavy duty packing tape to seal your box, ensure enough tape is used to prevent the package from opening.

## **Order Form or Receipt**

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So our technicians are able to match your package with your order, please include a printed copy of your order receipt that you receive via e-mail. If this is unavailable simply include a note with your order number and contact information. If you are using the paper order form, please include a copy of that with your tapes.

## **Where To Ship?**

You may ship your order to Pittsburgh Pictures:  
Pittsburgh Pictures  
1083 Fiddleback Drive  
McKees Rocks, PA 15136