t

**Please type or print neatly**

*Entry title*

*Handwoven Issue:*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Item (or items):

*Please do* ***not*** *use any extra packing materials when packing your project, simply wrap it in tissue or other paper, and place it in a large plastic bag to protect it from moisture. Folding a project is perfectly fine; all projects are steamed or pressed during photoshoots. Include thread samples with your project. We do not need any documents other than this page sent with the project unless you are unable to send them to us digitally.*

At Long Thread Media we take the utmost care in returning your material to you. In the event that something should happen to it during shipment back to you, the shipping carrier’s insurance will cover the loss with appropriate documentation of its value. Please complete the below information to declare the value of your material and verify your current shipping street address. Our carrier will not ship to a PO Box address.

Title or Description of Piece Value\* $

Name

Shipping Street Address

City, State, Zip

Country (if not U.S.)

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 (if you’d like a tracking number)

Shipping carrier is UPS - United Parcel Services or USPS – United States Post office.

U.S. and Canada

We will send to you with signature required (by you or someone on the premises) unless you check the following:

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| Signature | Signature |
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| Magazine Issue | Handwoven March/April 2020 |

Place this sheet so it easy to see. Include any instructions for ironing or display and any props, if appropriate.

This space for administrative purposes only.

***Place this sheet on top of all materials and ship to:***

Susan E. Horton

Handwoven, Long Thread Media

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