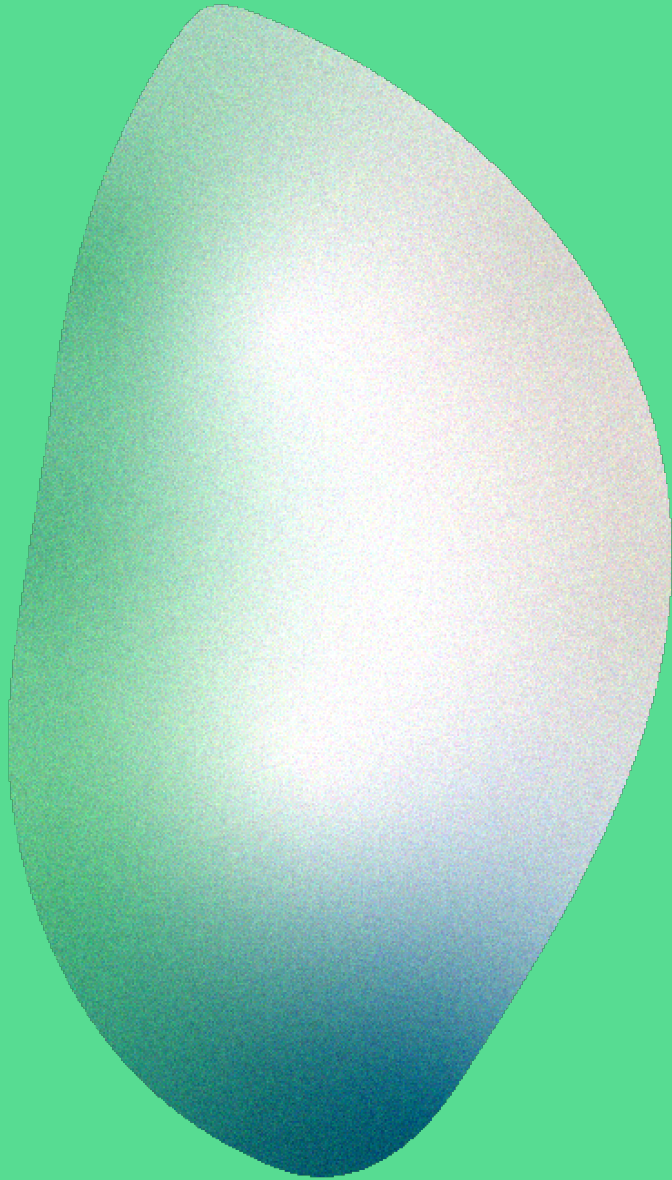


Arta's Self Ship

For Sellers



Basic Standards

and Definitions

A

Arta's Self Ship option enables sellers to pack objects in-house and receive a prepaid shipping label via email, saving on time and cost.

In this guide we'll go over how to get started and what to expect when using Self Ship.

How Self Ship Works

We use the information you provide, such as object materials, value, and dimensions, to determine a safe and economical packing method. We will provide a label with packing instructions and expectations, we ask that you package the item in line with our instructions; this helps us meet the required insurance standards to avoid cost discrepancies with the prepaid rate service.

Once a shipment is booked, Arta will confirm the shipment details and send the origin contact an email with the prepaid shipping label(s).

We provide packing instructions for each object within the same email. Our guidance includes suggested packing materials and dimensions, as well as information regarding whether multiple objects can be packed together safely. Sellers may request additional shipping labels for items that are already packaged separately.

Once all objects are packed, sellers can schedule a pickup with the specified carrier or release the package at a drop-off location.

Tracking can be automatically sent to the recipient depending on your organization's email configurations.

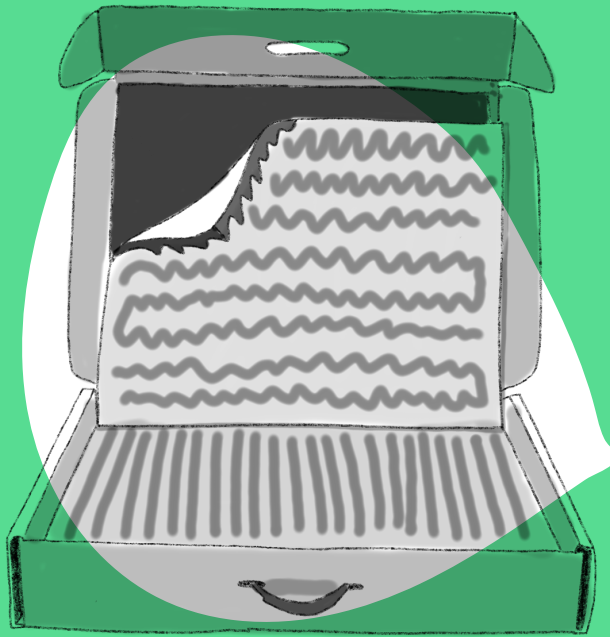
Arta Seller Expectations

Our Self Ship tier offers further convenience to our clients while still upholding Arta's standards. With our provided packing guidance, sellers are expected to:

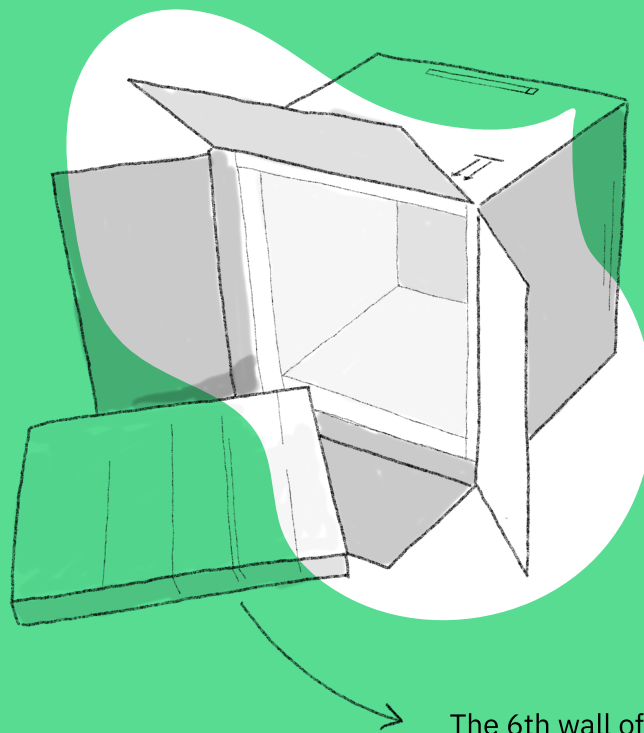
- Meet Arta packing guidelines*
- Share notable item or package size discrepancies with Arta before releasing the packages to the carrier
- Schedule a pickup or drop off with the designated carrier within a few days of packaging
- Communicate to Arta any delays with the release schedule
- Respond to inquiries from Arta promptly when a shipment's release to the carrier is delayed

*If packing instructions are not followed insurance claims may be declined. If you have a question about whether your alternative packing is sufficient, simply reply to Arta via email.

Packing Types



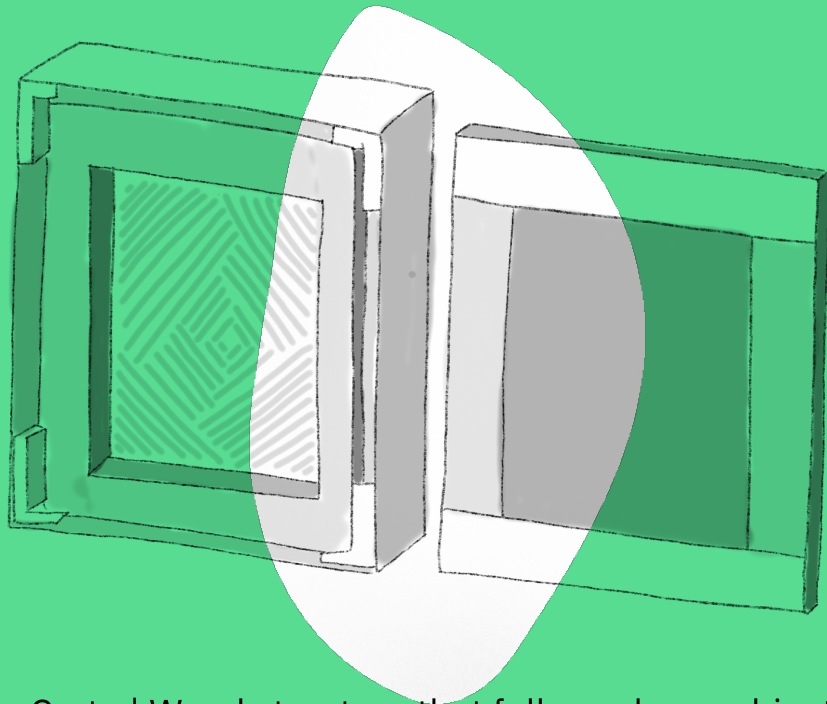
Strongbox | Reinforced cardboard box with grey ester foam on all 6 internal sides ala MasterPak.



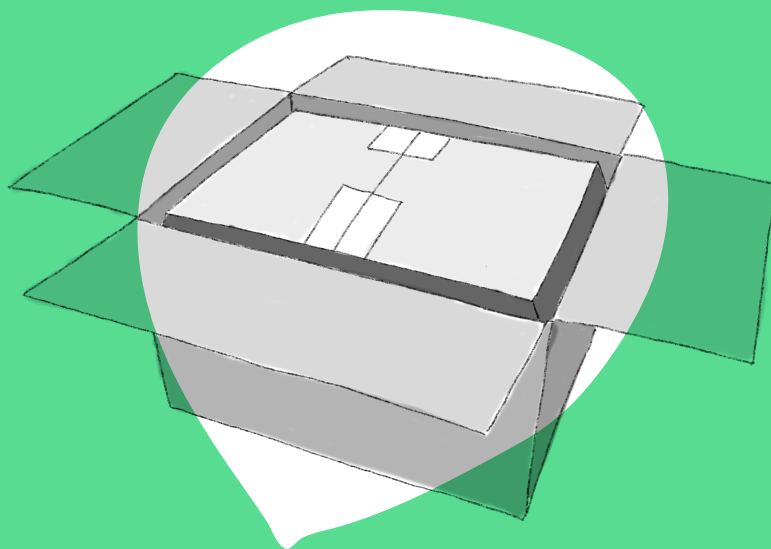
The 6th wall of foam

Foam Lined Box | Sturdy cardboard box lined with foam padding all 6 internal sides.

Packing Types

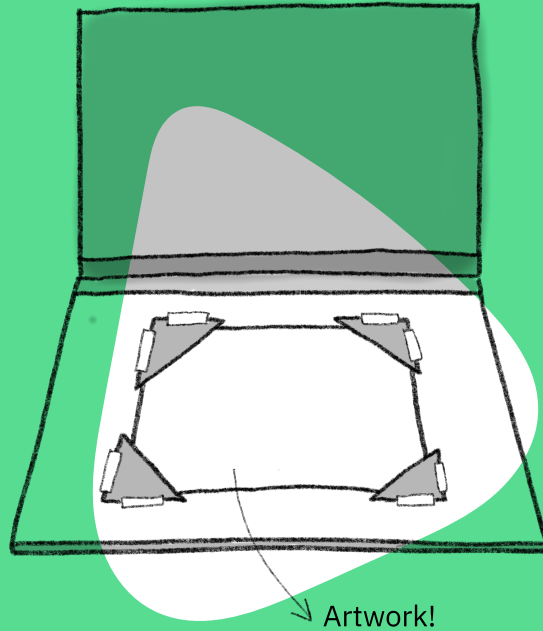


Eco Crate | Wood structure that fully encloses object with 6 wood sides with 2x4 wood frame. This meant to be a cost effective crate option where less material is needed to enclose the artwork.

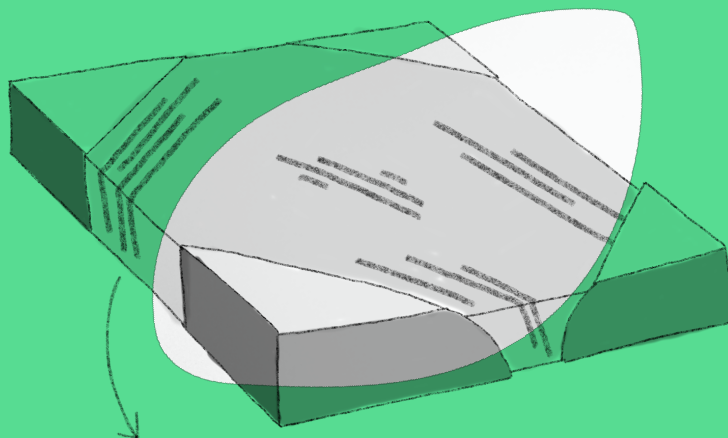


Cardboard/Double Box | Cardboard box within a secure cardboard box, foam inserts added as needed.

Packing Types



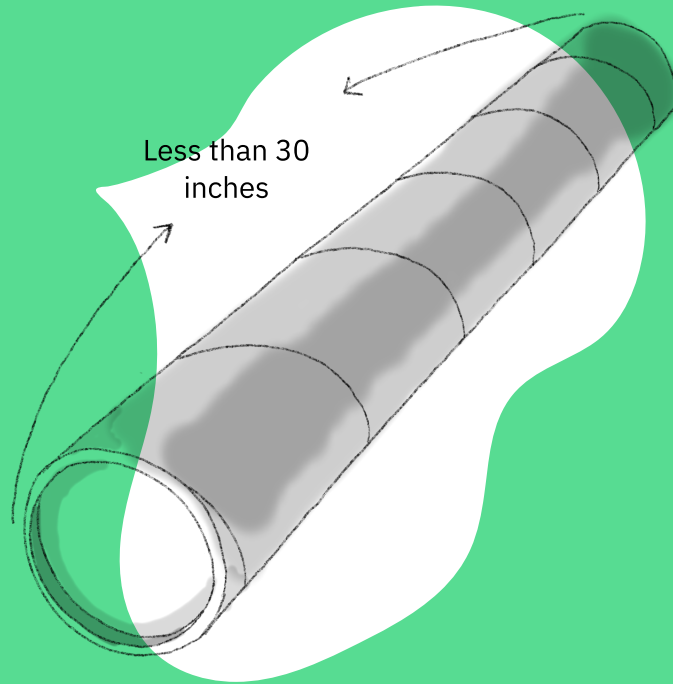
Portfolio | Object must be packed between as many pieces of double-ply cardboard as is necessary to ensure there is no movement in transit. Add paper corners taped to the cardboard to ensure the artwork is secured.



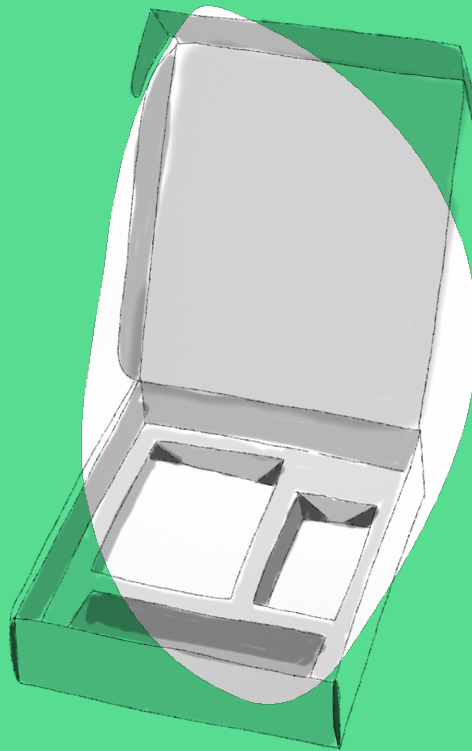
Object wrapped in bubble wrap or Poly

Bubble & Cardboard | Object is wrapped in bubble with a cardboard face or corners.

Packing Types

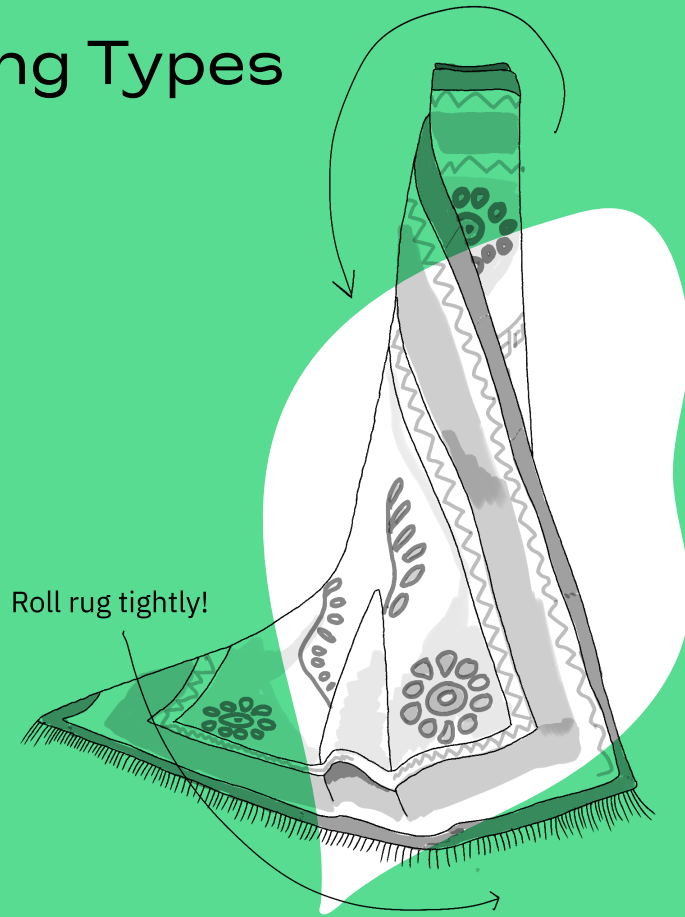


Small Shipping Tube | Cardboard cylinder containing rolled flatworks under 30" wide.

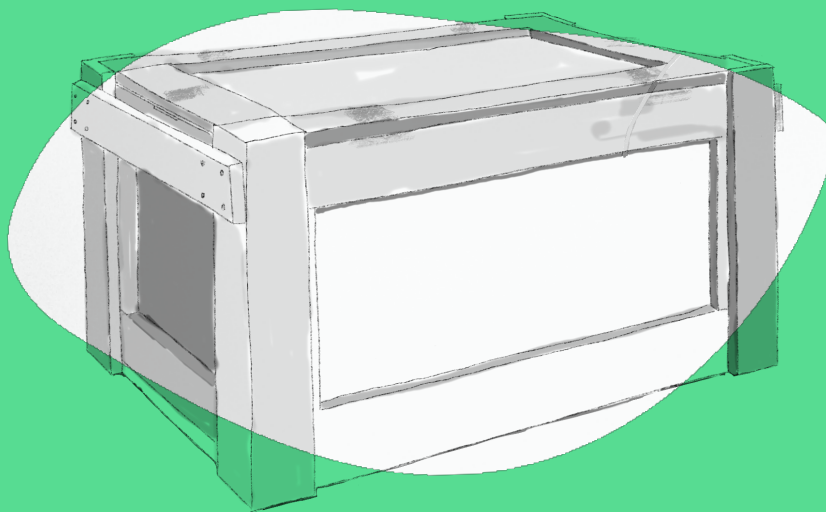


Stabilizing Box | Parcel box has cardboard supports to prevent movement.

Packing Types



Rolled Rug | The rug is rolled and wrapped in plastic.



Parcel Crate | Wood structure for one way movements of items shipped via parcel carrier, must be under 165 girth.

We hope that
helped!

If you still have any
questions or qualms
about how to pack
your items, please
reach out to our
team at
hello@arta.io

Happy Packing,
Arta