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How to make a UPS shipping carton for your telescope mirror

14.5" Diameter Mirror Shipping Carton

If you do not have your original mirror shipping carton, you will need to make one by following the step-by-step instructions listed below. The shipping carton instructions described below will protect your valuable optic during shipment and meets all UPS shipping guidelines for insurance.

Materials and Supplies:

- 1) 1 each: 18" x 18" x 6" shipping carton
- 2) 1 each: 48" x 96" x 1.00" construction foam board (pink, yellow or blue Styrofoam board) *
- 3) 1 roll: 2" or 3" width carton sealing tape
- 4) 1 package: 18" x 24" white wrapping tissue **

* Available at most lumberyards. Do not use white large cell Styrofoam, it is too soft to protect the optic.

** Available at Wal-Mart in the greeting card area.

Instructions:

- 1) Clean the mirror using the enclosed instructions, part 1 only. Be sure to clean the edge and back of the optic.
- 2) Cut 6 each: 18" x 18" x 1.00" foam sheets. Make sure you size the cut sheets to fit the box and not too tight.
- 3) For a 14.5" diameter mirror, cut a centered 15.0" diameter hole in two of the 18" x 18" x 1.00" foam sheets.
- 4) Place two of the 18" x 18" x 1.00" foam sheets in the bottom of the box.
- 5) Place the clean mirror "face up" into the box and lay 6 sheets of the 18" x 24" wrapping tissue over the optical surface. Do not tape the tissue to the mirror.
- 6) Fit the two 18" x 18" x 1.00" foam sheets with the 15.0" diameter hole over the mirror and tissue.
- 7) Place the last two foam sheets over the mirror.
- 8) Be sure to include the following: your name, return UPS shipping address, telephone number and a check for the quoted services and return shipping charges.
- 9) Seal the carton and ship to: Galaxy Optics
30863 County Road 356-3
Buena Vista, Colorado 81211
- 10) Insure your mirror for our current list price.
- 11) Email the tracking number to Galaxy Optics.