



30863 County Road 356-3  
Buena Vista, Colorado 81211  
719-395-8242

### **How to make a UPS shipping carton for your telescope mirror**

#### **14.5" Diameter Mirror Shipping Carton**

##### **Materials and Supplies:**

- 1) 1 each: 18" x 18" x 6" shipping carton
- 2) 1 each: 48" x 96" x 1.00" construction foam insulation board
- 3) 1 roll: 2" or 3" width carton sealing tape
- 4) 1 package: 18" x 24" white wrapping tissue

##### **Instructions:**

- 1) Clean the mirror prior to packaging. 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) Please do not ship "Signature Required" for delivery. Galaxy Optics has a secure receiving area.
- 11) Email tracking number to Galaxy Optics