



P.O. Box 2045 30863 County Road 356-3
Buena Vista, Colorado 81211
719-395-8242 www.GalaxyOptics.com info@GalaxyOptics.com

How to make a shipping carton for your telescope mirror

25" 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: 30" x 30" x 6" shipping carton
- 2) 2 each: 48" x 96" x 1.0" construction insulation foam board (blue, yellow or pink foam) *
- 3) 1 roll: 2" or 3" width carton sealing tape
- 4) 1 package: 18" x 24" white wrapping tissue **
- 5) 1 each: long blade box knife

* Available at most lumberyards. Do not use the white Styrofoam board as it is too soft.

** 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: 30" x 30" x 1.0" foam sheets. Make sure you size the sheets to fit the box and not too tight. The long blade box knife and a 36" straight edge will work perfectly for this task.
- 3) For a 25" diameter mirror, cut a centered 25.25" diameter hole in two of the 30" x 30" x 1.0" foam sheets. Be sure to oversize the hole by at least 0.25"
- 4) Place two of the 30" x 30" x 1.0" 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 30" x 30" x 1.0" foam sheets with the 25.25" circular 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 tracking number to Galaxy Optics