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

16” 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: 20” x 20” x 6” shipping carton
2) 1 each: 48” x 96” x 1.00” construction foam board (pink, yellow or blue foam) *
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 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: 20” x 20” x 1.00” foam sheets. Make sure you size the cut sheets to fit the box and not too tight.
3) For a 16” diameter mirror, cut a centered 16.25” diameter hole in two of the 20” x 20” x 1.00” foam sheets.
4) Place two of the 20” x 20” 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 20” x 20” x 1.00” foam sheets with the 16.25” 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.