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

#### **20" 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: 24" x 24" 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: 24" x 24" x 1.00" foam sheets. Make sure you size the sheets to fit the box and not too tight.
- 3) For a 20" diameter mirror, cut a centered 20.25" diameter hole in two of the 24" x 24" x 1.00" foam sheets.
- 4) Place two of the 24" x 24" 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 24" x 24" x 1.00" foam sheets with the 20.25" circular cut-out 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