**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