

# Authorized Release Form

**Important:**

Payments must be posted to your account before purchased property is released. Please allow time for processing. We require a signed release or electronic substitute from the invoiced buyer. Purchases picked up in Massachusetts or shipped to Florida, New York, or Maine are subject to sales tax at the current rate for that location.

Name (please print as invoiced) \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

I authorize \_\_\_\_\_

To pick up items from \_\_\_\_\_

Skinner sale # \_\_\_\_\_ Lot #(s) \_\_\_\_\_

If shipping to NY, FL, or ME provide complete shipping address with zip code:

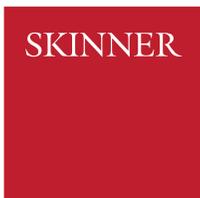
\_\_\_\_\_

*For more information regarding the collection of property please see the Conditions of Sale.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

Please provide the shipping agent or third party with the appropriate Skinner gallery location and email/fax this form to the correct location. Skinner assumes no responsibility of error or omission by any third party and Skinner does not recommend any one shipper over another.



63 Park Plaza  
Boston, MA 02116  
617.350.5400 | Fax 617.350.5429

274 Cedar Hill Street  
Marlborough, MA 01752  
508.970.3000 | Fax 508.970.3120

[www.skinnerinc.com](http://www.skinnerinc.com)  
[online@skinnerinc.com](mailto:online@skinnerinc.com)

# Congratulations on your Skinner purchase!

Please follow these three steps to take possession of your purchase. Visit [www.skinnerinc.com/services/payment-and-shipping](http://www.skinnerinc.com/services/payment-and-shipping) for more information.

## 1. Pay your Skinner invoices

For checks and money orders:

**Send to:** Skinner Accounts Receivable  
**Address:** 274 Cedar Hill Street, Marlborough, MA 01752  
**Telephone:** 508-970-3150

For bank wire transfers:

**Bank:** Bank of America  
**Address:** 100 Federal Street, Boston, MA 02110  
**Telephone:** 800-841-4000  
**Account Number:** 0051090720  
**ABA Number:** 0260-0959-3  
**Swift Address:** (international payments): BOFAUS3N

Please note: Purchases picked up in Massachusetts or shipped to Florida, New York, or Maine are subject to sales tax at the current rate for that location. Learn more: [www.skinnerinc.com/services/sales-tax-dealer-exemptions/](http://www.skinnerinc.com/services/sales-tax-dealer-exemptions/)

If you are shipping outside of MA, NY, FL, or ME and are using a MC/DOT carrier, please submit payment for the hammer + premium and simply leave the sales tax out. We will be able to send a revised invoice for your records after your property has left our premises and we have a bill of lading from the shipping company.

## 2. Arrange for shipping

This list of shipping firms has been provided for your convenience. You have the option to work with any independent shipper who meets your needs. Skinner assumes no responsibility for error or omission by any third party agent.

### Economical and best suited for most smaller items:

#### Global Pack Ship (MC/DOT)

Located on premises at the Skinner Marlborough Gallery  
Marlborough: 508-665-7822 / fax: 508-425-2465  
Boston: 617-742-6245 / fax: 617-720-2232  
[www.globalpackship.com](http://www.globalpackship.com) or [globalpackship@aol.com](mailto:globalpackship@aol.com)

#### Pak Mail (MC/DOT)

978-353-1800 / fax: 978-353-1801  
[www.pakmailfitchburg.com](http://www.pakmailfitchburg.com) or [info@pakmailboston.com](mailto:info@pakmailboston.com)

#### UPS Store #2651 (MC/DOT)

508-460-1311 / fax: 508-460-7080  
[store2651@theupsstore.com](mailto:store2651@theupsstore.com)  
For other locations please visit [www.theupsstore.com](http://www.theupsstore.com)

### Trucking Companies:

#### Ace and Acme (MC/DOT)

800-223-2263 / fax: 508-359-2070  
[aceandacmeinc@aol.com](mailto:aceandacmeinc@aol.com)

#### Richard Wright (MC/DOT)

800-247-9744  
[www.richardwrightinc.com](http://www.richardwrightinc.com) or [bob@richardwrightinc.com](mailto:bob@richardwrightinc.com)

#### North South Art Transfer/Scott Cousins (MC/DOT)

978.491.9353 / [scottcousins22@aol.com](mailto:scottcousins22@aol.com)

### Best suited for high value fine art, delicate and/or large sculpture, and furnishings:

#### Artex (MC/DOT) only ships in US

866-407-9660 / fax: 617-776-0330  
[www.artexfas.com](http://www.artexfas.com) or [cbalderacchi@artexfas.com](mailto:cbalderacchi@artexfas.com)

#### Art Shipping International (MC/DOT)

781-477-9800  
[www.artshipint.com](http://www.artshipint.com) or [info@artshipint.com](mailto:info@artshipint.com)

#### Boston Pack & Ship (MC/DOT)

800-400-7204 / fax: 781.849.8634  
[www.bostonpackandship.com](http://www.bostonpackandship.com)

#### Cadogan Tate (MC/DOT)

718-706-7999  
[fineartny@cadogantate.com](mailto:fineartny@cadogantate.com) or [www.cadogantate.com/fineart/](http://www.cadogantate.com/fineart/)

#### Fine Arts Enterprises (MC/DOT)

617-268-7200 / fax: 617-268-1818  
[www.faebron.com](http://www.faebron.com)

#### Masterpiece International (MC/DOT\*)

617-568-3870 / fax: 617-568-3860  
[boston@masterpieceintl.com](mailto:boston@masterpieceintl.com) or [www.masterpieceintl.com](http://www.masterpieceintl.com)

#### New England Pack and Ship (MC/DOT\*)

781-499-1231 / [packstore@verizon.net](mailto:packstore@verizon.net)

Please note that Skinner must receive payment for your purchase and a signed Authorized Release Form (on reverse) before we can release your property. Please include the shipping franchise and a contact. In order to provide you with a quote, the shipper will need to know your name as invoiced, the shipping address, the auction name, date, and lot numbers of your items, as well as general information about the type of items you need to ship.

## 3. Fill out and submit an Authorized Release Form (on reverse)

Skinner will release your property to a shipper or other third party only after we have received a signed Authorized Release Form and payment for your purchase. This form allows us to release your property to a shipping company or third party representative, and protects both you and us from any possible misunderstandings when it comes to delivering your purchase safely and securely.