

# Authorized Release Form

**Important:**

Invoice payments by check and wire transfer may result in processing delays. Items will not be released without a signed authorization from the invoiced buyer. Payments must be posted to your account before property is released.

**Purchases picked up in Massachusetts or shipped to Florida or New York are subject to sales tax at the current rate for that location. See item 1. on the reverse side of this page**

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

Phone \_\_\_\_\_

Email \_\_\_\_\_

I authorize \_\_\_\_\_ to pick up items from  
(please specify shipping company, franchise location, or 3rd party)

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

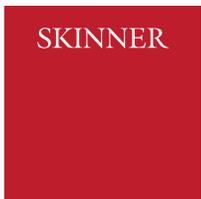
Expected date of pick up \_\_\_\_\_ Approximate time \_\_\_\_\_

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 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)

# 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

Skinner accepts the following forms of payment: cash, checks, money orders, and bank wire transfers.

Checks and money orders sent to: **Skinner Accounts Receivable, 274 Cedar Hill St., Marlborough, MA, 01752**

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

## 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.

**Most economical and best suited for small items, small pieces of furniture, and \*some large furniture:**

### **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

[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)

**Best suited for large furniture:**

### **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)

### **Vintage Transport(MC/DOT)**

800-333-0056

[www.vintagegetransport.com](http://www.vintagegetransport.com) or [info@vintagegetransport.com](mailto:info@vintagegetransport.com)

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

### **Artex (MC/DOT)**

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**

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

### **North South Art Transfer/ Scott Cousins**

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

**\*Contact shippers directly for details**

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 location and a contact at the store on your form. In order to provide you with a quote, the shipper will need to know your name as listed on your invoice, 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 (on reverse) 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.

**Thank you for bidding with Skinner.** (turn over for release form)