



B E L L C R A F T S M E N

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## HOW TO RETURN YOUR HANDBELLS TO MALMARK Using Our “Hassle-Free” Shipping Service

1. Enclose a card in each carrying case with the name and address of your organization.
2. Pack all bells in their respective carrying cases. Any leashes and wheels should be removed and replaced with metal studs if available. Neglecting to do so could result in damage to the cases or the cartons. If you need directions on how to remove wheels, please contact us at the number listed below.
3. Enclose a note detailing any special instructions, concerns, or observations you might have about specific bells.
4. Refer to the diagram “TYPICAL PACKAGING DIAGRAM-HANDBELLS” Note the position of the two corrugated filler sheets. To ensure maximum protection, one filler sheet must be on the bottom and the other on the top of the handbell case before closing the carton. Note that the top sheet is positioned 90° to the bottom of sheet with regard to the folded ends.
5. The cartons are numbered to the carrying case number.

#1 - C5-C6 (or G5-G6)

#2 - G4-B4 & C#6-G6 (or G4-F#5)

#3 - C4-D#4

#4 - E4-F#4 & G#6-C7

#5 - G3-B3

#6 - C#7-G7

#7 - C3, C#3 & D3

#8 - D#3-F#3

#9 - G#7-C8

6. Everything you need to complete your UPS shipment has been enclosed. When the bells are packed, call us at 1-800-426-3235. We will verify your address and availability, and issue call tags via UPS for the pick-up of your bells. Once UPS has been notified, you can expect your bells to be picked up within 1-2 days.

*Be sure to remove any old shipping labels or blacken them with a heavy marker.*

Any questions, please call us at 1-800-426-3235. After we receive your bells, we will evaluate them and call you with our findings.