

Checklist for Tailored @ Hub Navigation Wharf, Carre Street, Sleaford, Lincs NG34 7TW Tel +44 (0) 1529 308 710

	PLEASE SUBMIT THE FOLLOWING PAPERWORK	TICK
1	Sending-in form: Please print 1 copy to be included with your work. Print a 2nd copy for your own records	
2	£15 (per work) hanging fee paid by bank transfer	
3	Clear hanging/packing instructions (Photographs of your work which will assist with hanging). All fittings for display of your work.	
4	A photograph of your work attached to the inside top of your box to assist with locating your box and re-packing.	
5	An A4 self-adhesive returns label to assist with labeling boxes for return of work	
6	Have you put all your paperwork in an A4 punched Poly pocket (to fit in an A4 ring binder) and enclose it inside the box with your work?	

	LABELING AND PACKAGING	TICK
1	Have you clearly labelled your work on the back with your Name + Title of work?	
2	Have you clearly labelled each box on the outside with: 62 Group, number of boxes (eg 1 of 2 boxes), paperwork enclosed, delivery address and sender details?	
3	NB • Important Your work should have its own individual packaging for its return in case of non-selection. Have you checked your individual packaging is robust and re-usable for the return of your work and enclosed an A4 Self Adhesive Address Label? Have you clearly labelled all your packaging?	

	DELIVERY/COLLECTION	TICK
1	Have you checked the guidelines for sending-in and collection dates and times?	
2	Have you indicated whether you will be collecting the work in person, or are sending a courier to collect the work?	