

# SHIPPING AUTHORIZATION FORM FOR PROPERTY

Heffel Gallery Limited (“Heffel”) provides professional guidance and assistance to have Property packed, insured and forwarded at the Property Owner’s expense and risk pursuant to Heffel’s *Terms and Conditions of Business* and *Property Collection Notice*, as published in the auction sale catalogue and online. The Property Owner is aware and accepts that Heffel does not operate a full-service fine art packing business and shall provide such assistance for the convenience only of the Property Owner. All packing and shipping services offered by Heffel must be preceded by a completed and signed *Shipping Authorization Form for Property* which releases Heffel from any liability that may result from damage sustained by the Property during packing and shipping. All such works are packed at the Property Owner’s risk and then must be transported by a Heffel approved third-party carrier. Prior to export, works may be subject to the *Cultural Property Export and Import Act (Canada)*, and compliance with the provisions of the said act is the sole responsibility of the Property Owner.

SALE DATE IF APPLICABLE

Please indicate your preferred method of shipping as per the available Heffel *Property Shipping Policies* as published online and available upon request.  
All charges are collect for settlement by the Property Owner.

## Optional Insurance

Your Property will be insured at either the sale value, high estimated value or appraised value as listed and defined under Insured Value while in transit. Heffel does not insure ceramics, frames or glass. (Please note: works under glass and some ground shipments cannot be insured while in transit.)

- No, I do not require insurance for the Property listed on this form. (I accept full responsibility for any loss or damage to the Property while in transit.)

## Packing Options

- Soft Packed                       Hard Packed

## Shipping Carrier Options

Consolidated Ground Shipment (when available) to:

- Heffel Vancouver                       Heffel Montreal  
 Heffel Toronto                           Heffel Calgary

Or

By Heffel Approved Third-Party Carrier:

- FedEx                                       Other \_\_\_\_\_

CARRIER ACCOUNT NUMBER

## Shipping Quotation

- Yes, please send me a quotation for the shipping options selected above.  
 No shipping quotation necessary, please forward the Property as indicated above. (Please note: packing charges will apply in addition to shipping charges.)

PROPERTY OWNER’S NAME

SHIPPING ADDRESS

CITY

PROVINCE, COUNTRY

POSTAL CODE

E-MAIL ADDRESS

RESIDENCE TELEPHONE

BUSINESS TELEPHONE

FAX

CELLULAR

CREDIT CARD NUMBER

EXPIRY DATE

SOCIAL SECURITY NUMBER FOR U.S. CUSTOMS (U.S. RESIDENTS ONLY)

| Lot Number and/or Property Description<br>in numerical order | artist / title | Insured<br>value |
|--|----------------|------------------|
|--|----------------|------------------|

1

2

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## Authorization for Collection

- The Property will be collected on my behalf

INDIVIDUAL OR COMPANY TO COLLECT ON MY BEHALF

DATE OF COLLECTION/PICKUP

SIGNED WITH AGREEMENT TO THE ABOVE

DATE

## HEFFEL GALLERY LIMITED

13 Hazelton Avenue, Toronto, ON, Canada M5R 2E1  
Tel: 416-961-6505 · Fax: 416-961-4245  
mail@heffel.com · www.heffel.com