

# Shipping Process

## Notice

Try to arrange the shipping 10 days ahead

Porcelain /Plaster Molds/ Iron tools /Decal can be ship out.

Glaze/Pigment can not be ship nor post but you can put in side your check in luggage

Clay /Machine is very expansive to ship and have to be pack separately.

Fabric /book is recommend to post from post office.

Any other things you want ship please inquiry the possibility from shipping assistant first.

## Process

### 1. Inquiry from our regular shipping agent 10 days ahead.

We will help you arrange a meeting with shipping assistant at studio

Information they need: Your Port Name

Consignee information (school/company/studio only)

List the Number of Item /Quantity /Total Volume

### 2. Order the crate and arrange to fumigate 7 days ahead.

You have to work out the size of the crate you need, the standard size is 1 CBM, It will take 3 working days to finish and fumigation.

Shipping agent will arrange it for you and deliver the crate to our studio.

### 3. Lead testing 7days ahead

Table ware Blank purchase ,Table ware you made need to have lead test. Shipping agent will take set of sample from you to have test.

### 4. Pack all your work properly and put into crate 3 days ahead.

Order packing material from studio Do not pack anything in crate with newspaper.

Crate should not be sealed until they inspect.

List the Number of Item Quantity Total Volume

Settle the payment with shipping agent (cash only).

### 5. The shipping agent will come and Inspect then collect your crate to Jingdezhen storage 1day ahead.

When they inspect and collect your crate you should be present.

We will help to arrange your crate sealed.

### 6. Transfer the crate to shanghai port and Confirm from shipping agent by Email