



Artemis Policy for Unframed 2-D Works

Dear Valued Client,

We at Artemis take our role very seriously in regards to the safe and proper handling, packing, storage and transport of items that are in our care.

A paramount component of that proper handling, packing, storage and transport is that all delicate, fragile and susceptible surfaces are protected and whenever possible, out of contact with elements that may cause short-term and/or long-term damage.

If artwork surfaces are in contact with packing or wrapping material, those materials should be of an archival quality and not pose any risk of possible damage. (i.e. framed artworks may be wrapped in dartek, tyvek or other archival material if that material is in contact with the frame and not in contact with the unprotected face of the artwork.)

It is Artemis policy that materials used in Artemis packaging (created by and packed by Artemis) and shall not come into contact with exposed surfaces (face) of a 2-D artwork; be that surface a painting, drawing, emulsion exposed photograph, or other surface that may be susceptible to damage.

In cases where the 2-D artwork is unframed, has a shallow frame, or where the surface of the artwork may be put into contact with material (archival or otherwise), it is Artemis policy to provide packaging that creates a safe distance from the material and the face of the artwork. This may be a collar box, travel frame, or inner box

Collar Box - tyvek lined cardboard box with side walls that exceed the width of the artwork. The exterior of the collar box is wrapped in dartek. Side walls keep dartek away from the face of the artwork.

Travel Frame - lidded hard case. Generally used for unframed or highly ornately framed 2-D works of high value, exceeding 48" in H or L, or multi / long term usage of packaging.

Inner Box - (similar to Travel Frame) Lidded hard case with additional interior foam or braces.

Exceptions to the above are generally works that are PBO (Packed by Other). Packaging not created by Artemis and/or items that were not packed by Artemis.

Additional exceptions may be Artemis packing in a particular manner as dictated by client.

The above exceptions are excluded from all Artemis liability and are outlined in Artemis Terms and Conditions, Section 1 and Section 4.

As a conscientious provider of superlative quality and service, the above stated Artemis steps and policies are in place to provide you, our clients, with the knowledge that all items in our possession are given the highest levels of care and stewardship.

Thank you for your continued support.

Sincerely,

Artemis Fine Arts, Inc.

