

Ovation Data Services, Inc.

Shipping Instructions

REQUEST FORM / TRANSMITTAL:

Ovation's Service Request Form (See Web Site) and a Transmittal Letter on the Clients letterhead is requested to be included in ALL Shipments, including Future shipments. This information should include Company Name, Address, Phone Number, Contact Person, Number Count of Media being sent and written instruction on what is being requested.

Jobs sent WITHOUT a Service Request Form or Transmittal will NOT be processed and will be delayed until one is received.

PACKING:

Media must be properly packed.

Ovation will not assume responsibility for media damaged in shipment. Properly packed media should be in a box/container which provides sturdy support and reinforcement, and PREVENTS the media from moving around during shipment. DO NOT USE "PEANUTS" or Styrofoam as filler as this will cause problems for the media and hardware. Fillers such as "Bubble Wrap" or "Foam Padding" are recommended. Media should be shipped in their protective case (If available).

Media placed in "Overnight" letter packs should be placed inside a "padded" envelope prior to placing into the letter pack.

Each Package should NOT be more than 25 lbs. in weight.

LABELING:

Packages should be properly labeled and marked with Ship To and Ship From Information. Such as, Name and Address INCLUDING telephone numbers.

For Air Shipments, Mark all packages with: "Magnetic Tape, Do Not X-Ray"

Packages should be addressed to:

Ovation Data Services, Inc.
Tape Services Group (TSG)
14199 Westfair East Drive
Houston, TX 77041-1105 USA
Telephone: (713) 464-1300

COURIERS:

Ovation recommends that a reputable courier service be used for deliveries. For International deliveries, Ovation recommends firms such as: Federal Express, UPS, DHL ...

Ovation can provide local pickup for an additional fee.

Ovation Data Services, Inc., 14199 Westfair East Drive, Houston, Texas 77041-1105 USA
Telephone: +1 (713) 464.1300 Facsimile: +1 (713) 464.1615 E-Mail: info@ovationdata.com

