



Bell Crest Park • P.O. Box 1200 • Plumsteadville, PA 18949 • (215)766-7200 • (800) 426-3235

How To Return Your Handbells To Malmark Using Our “Hassle-Free” Shipping Service

1. Include the name and address of your organization or a church business card in each case.
2. Pack all of the handbells in their respective carrying cases. Any leashes and wheels should be removed and replaced with metal feet, if available. Neglecting to do so could result in damage to the cases or the cartons. If you need directions on how to remove wheels, please contact us at the number listed above.
3. Enclose a note detailing any special instructions, concerns, or observations you might have about specific bells.
4. Refer to “TYPICAL PACKAGING INSTUCTIONS-HANDBELLS” Note the position of the two corrugated filler sheets. To ensure maximum protection, one filler sheet must be on the bottom and the other on the top of the handbell case before closing the carton. Note that the top sheet is positioned 90° to the bottom of sheet with regard to the folded ends.
5. The cartons are numbered to the carrying case number.

#1: C ₅ – C ₆ (or G ₅ – G ₆)	#6: C ₇ [#] - G ₇
#2: G ₄ – B ₄ & C ₆ [#] – G ₆ (or G ₄ – F ₅ [#])	#7: C ₃ , C ₃ [#] & D ₃
#3: C ₄ – D ₄ [#]	#8: D ₃ [#] – F ₃ [#]
#4: E ₄ – F ₄ [#] & G ₆ [#] – C ₇	#9: G ₇ [#] – C ₈
#5: G ₃ – B ₃	
6. Everything you need to complete your UPS shipment has been enclosed. When the bells are packed, call at -800-426-3235. We will verify your address and availability, and issue call tags via UPS for the pick-up of your bells. Once UPS has been notified, you can expect your bells to be picked up within 1- 2 business days.

Be sure to remove any old shipping labels or blacken them with a heavy marker.

Any questions, please call us at 1-800-426-3235. After we receive your bells, we will evaluate them and call you with our findings.

Typical Packaging Instructions – Handbells

Image #1 - Shipping packages include: cartons, filler materials, tape and instructions for packing.



Image #2 - Carton with a bottom sheet



Image #3 - Owner information in each case



Image #4 - Case in the carton



Image #5 - The top sheet is positioned 90° to the bottom sheet.



Image #6- Remove wheels and insert metal foot in receiver.



Note: Tape carton closed, being sure to run tape along full length of carton.