



# Artspace Warehouse

7358 Beverly Blvd | Los Angeles | CA 90036 | T 323.936.7020 | F 323.936.7454  
info@artspacewarehouse.com | www.artspacewarehouse.com  
Mon – Wed 10am – 6pm | Thurs – Sat 10am – 8pm | Sun 12 – 6pm

## Gift Certificate Purchase Order Form

### BILLING INFORMATION (Visa | MasterCard | Discover | Amex)

First Name	Last Name	
Address		
City	State	ZIP
Email		
Phone	Fax	
Credit Card #		
Expiration	3 or 4-digit security code	
Signature		

### SHIPPING INFORMATION

Please check here if same as billing information

First Name	Last Name	
Address		
City	State	ZIP
Phone	Fax	
Comments		

### Gift Card

Recipient Name		\$ Amount	
Recipient Name		\$ Amount	
Recipient Name		\$ Amount	
Recipient Name		\$ Amount	
		Total Amount Due	



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### Artwork availability

We make every effort to maintain artwork availability the most up-to-date on our website. If an artwork is no longer available we will notify you immediately and your order will not be processed.

### Shipping and Handling

Free shipping/delivery within Los Angeles County for artwork purchases over \$1,000.

Free shipping of artworks up to 12" within continental USA.

10% Shipping and Handling Fee is added to all orders shipped within the continental USA for artworks larger than 12" and up to 40" on any side.

Artworks sized 41" on any side and larger will receive a shipping quote for pre-approval prior to processing and shipping.

International orders will receive a shipping quote for pre-approval prior to processing and shipping.

Large artworks orders and International orders will only be processed after the shipping fee is agreed upon.

All artwork shipments are processed within one day and a tracking number will be emailed to you the following business day (Mon-Fri). We will notify you immediately if there is an unforeseen delay in an artwork shipment.

A certificate of authenticity is included with the shipment as well as hanging hardware.

### Sales Tax

8.75% sales tax is added for sales within California ONLY.

### Placing your order

We accept payment by **credit card** (Visa, Amex, MasterCard, and Discover) or **wire transfer**.

You can **email your order to [info@artspacewarehouse.com](mailto:info@artspacewarehouse.com),**

**fax it to 323.936.7454**

**or mail it to Artspace Warehouse.**

**Phone orders** are available **323-936-7020**.

We are open **Mon-Wed 10am-6pm | Thurs-Sat 10am-8pm | Sun 12-6pm**.

We will confirm your order by invoice sent via email.

### Guarantee

Your Artworks should arrive in good condition. **Please inspect your package when it arrives.** If the artworks don't arrive in good condition, please notify us within 7 days of receiving your order.

In order to process your claim please do the following:

1. Take pictures of the damage to the artwork and package, including close-ups.
2. Take pictures of the inner and outer packaging materials.
3. Make sure to **keep all packaging for carrier inspection**.
4. Please email the photos to **[info@artspacewarehouse.com](mailto:info@artspacewarehouse.com)** along with your full name, address, and order number so we can process your claim in an efficient and timely manner.

**Artspace Warehouse will deny any liability for a damage claim if not all of the original packaging materials are made available for UPS/Fedex or its designee for inspection.**

Original artworks are non-returnable unless they do not arrive in good condition.