

PORTFOLIO SHIPPING

Q: When is the submission deadline?

A: For Take One! participants, your submission must be postmarked on or before April 15, 2011.

Q: How should my materials be shipped, UPS, USPS or Fed Ex?

A: The carrier you use is your choice, but we strongly recommend shipping your materials using a traceable method. Retain your tracking number or dated proof of shipment (e.g. receipt) until your box is delivered to NBPTS.

Q: Can I put the blue box inside another box?

A: Yes. If you would like to do so, although this is not required.

Q: Can I use shipping tape?

A: Yes. You can use shipping tape, as necessary, to secure and protect your materials in the box.

Q: Do I need to put my personal return address on the box?

A: It is not necessary, but you may do so if you wish.

Q: Should I purchase insurance for my portfolio when shipping?

A: While a courier will permit you to insure your package for additional value, you would likely only be reimbursed for the commercial value of the contents (paper, DVD, etc.). It is far more beneficial to retain a copy of everything you send in the event of loss or damage.

Q: Where do I ship the portfolio?

A: Ship your portfolio to:

NBPTS Processing Center
11827 Tech Com, Suite 200
San Antonio, TX 78233

If the courier does not have our address in their system, they can manually input it.

Q: I forgot something and have to reopen my box. Will it still be accepted?

A: Yes. If you have to reopen your box, follow the appropriate precautions to be sure you have included everything when you securely reclose the box.

Q: Can I request that the materials be signed for on delivery?

A: Certainly.