

# ESTIMATES AND ORDERS

## How to request an estimate ?

Are you wondering what budget you need to transport an exhibition or a collection ?

Do you have to prepare a file for an invitation to tender ?

Are you looking for top quality and top value ?

Do you want to make an efficient comparison between offers that have been made to you ?

Quite rightly, you shop around and you ask us for an estimate and expect a rapid response. However, do you have all the information needed to calculate the price ? Have you drawn up a transport list ?

Are all the works correctly identified and situated geographically ?

Before consulting us, think, like us, about all the details.

Our estimate will then be more reliable and the final cost will be controlled more effectively.

Of course, you cannot foresee everything.

It's our job to help you.

# What makes a good transport list ?

As you may well imagine, the estimate is a decisive phase in reaching a good agreement on an operation, especially when a large number of works in many different locations have to be assembled and then returned to their countries of origin.

To respond clearly to your estimate request, we first need a good transport list, i.e. a list that clearly classifies and identifies the works, address by address and then work by work.

If you are an exhibition organizer, remember to give us the following information for each work :

- **Exact address of the collection venue** : California is not an adequate address: the costs will be different if the work is in San Diego or Berkeley.
- **Characteristics of the collection venue** : fourth floor without a lift ? Six meters above an altar in a provincial church ?
- **Type of work and dimensions** : oil on canvas, 220 x 182 cm with or without frame, silver casket with incrustrated ivory, height : 15 cm, diameter: 18.5 cm.
- **Title and artist's name** : the bare minimum to identify a work !
- **Inventory N°** : for works in museums.
- **Identity of the lending owner** : is the lender a private owner, a gallery or a museum ? In the case of an export, the formalities are not the same.
- **Lender's requirements** : which type of crate is requested ? Will there be a courier ? The type of operation depends on this information.
- **Year of creation and value of work** : depending on the country of origin, this data makes it possible to find out whether the operation is covered by fine arts export controls.
- **Customs status of the work at its collection address** : is the work under customs authority or does it belong to the lender at this address ? Don't forget

**Attention! Please specify whether the dimensions of your work are in centimeters or inches and remember that it is the convention among carriers to note the dimensions of crates as length x width x height.**

# The key items in an estimate



## OUR ESTIMATES ARE MADE UP OF FIVE KEY ITEMS :

### → Crates

When the crates are made to measure, the price depends on the category and dimensions. It is calculated per « developed square meter », i.e. the total surface area of the six sides. Our price lists take into account the amounts of materials used (wood, foam, screws and bolts) and the labour needed to make the crates.

### → Packing

This item includes the work of our installers to wrap the works in soft packing or pack them into crates. If crates are used, the item includes transport of the empty crates to the packing site and the time spent packing the objects into the crates.

### → Administration

We or our correspondents provide a service involving permanent monitoring for each operation : fine arts and customs formalities, visits by our staff to customs offices, regular contacts by fax and phone, updating schedules, etc. These costs are estimated by the hour.

### → Transport

Trucking is estimated by the hour and by the kilometer according to the type of vehicle used. Air and sea freight prices are obtained from companies for each operation ; they are calculated either by the kilogram, on the basis of the actual weight or weight-cubic capacity (at a rate of 166 kg per cubic meter), or by the pallet or container.

### → Courier costs

Courier supervision and assistance are priced on the basis of the time spent. The cost of air tickets is supplied to us by the airlines.

## The key items in an estimate

### Why LP ART's estimates have a reputation for being well drawn up

**OUR ESTIMATES ARE DETAILED** : each item concerns a clearly identifiable, measurable service provided. Above all, we explain our choices: why a particular operation requires four installers, why the consignment should transit via Chicago rather than New York, etc.

**OUR ESTIMATES ARE CHRONOLOGICAL AND DESCRIPTIVE** : we describe the trip as such to provide a clear understanding of all the specific constraints involved in each made to measure operation and foresee the overall process.

**OUR ESTIMATES ARE PRACTICAL** : the schedule can be deduced directly. With information on the number of consignments and details of each round, all we have to do is agree on the dates.

**OUR ESTIMATES ARE ISSUED QUICKLY** : you have to meet the deadline of an exhibition or other event. It has taken you weeks to assemble all the information for the transport list. Now it's up to us to save you time.



Are you sure that you have considered everything : transport methods and times, types of packing approved by the lenders, administrative and customs formalities ?

To avoid unpleasant surprises, ask LP ART's specialists for advice !

# How to place an order ?

A clear, precise estimate will help you place your order clearly and precisely.

Don't forget the following :

- place your order in writing for a defined service and a defined price,
- make sure that the order signatory is empowered to sign,
- specify the deadline for completion of our service,
- agree on the payment dates and methods with us in advance. However, bear in mind that if we are working together for the first time, we will request payment on delivery.

When you make your next request for an estimate, you can use the following example :

## EXAMPLE OF A LIST COVERING TWO WORKS

Town, country	Type de collection	Lender	Collection address	Title, artist's name, date of creation	Techniques and materials
Jackson, Colorado, USA	Public	Museum of Fine Art	50th avenue 27302 Jackson Colorado Fax ..... Tél. .....	Still life 2 R. Falcon - 1957	Acrylic on canvas
Buenos Aires, Argentina	Public	Museo de Arte	Calle 36, Z.12 Fax ..... Tél. .....	Pyramid M. Duplantier - 1970	Polychrome wood

	Dimension without the frame or base	Dimension with the frame or base	State of preservation	Value	Courier	Comments
	160 cm x 120 cm	180 cm x 140 cm	Good	180,000 €	No	-
	127 cm x 66 cm x 67 cm		Very fragile	450,000 €	-	Existing insulated crate