

PACKAGING  
INSTRUCTIONS FOR  
COMIC BOOK  
SUBMISSIONS

---

HOUSE OF THE



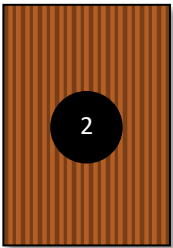
SCARAB

# Materials Required

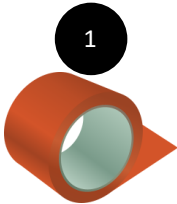
BACKING  
BOARDS &  
BAGS



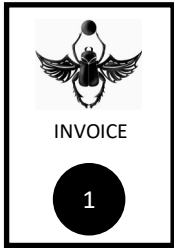
8-1/2" X 11"  
CORRUGATED  
CARDBOARD



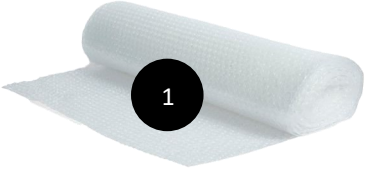
MASKING TAPE



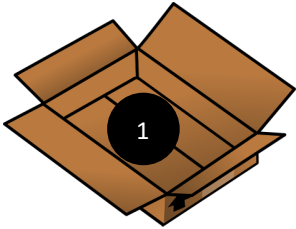
HOUSE OF THE  
SCARAB  
INVOICE



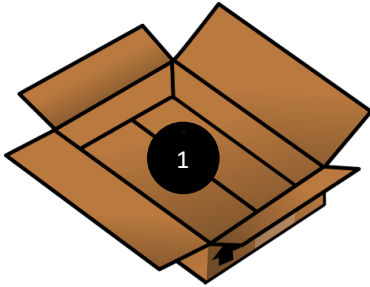
BUBBLE WRAP



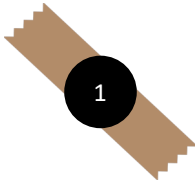
SMALL INTERIOR BOX  
(APPROXIMATELY 11-1/8" X 8-3/4" X 2")



LARGE EXTERIOR BOX  
(APPROXIMATELY 12" X 10" X 3")



PIECE OF PACKING TAPE



SHIPPING  
LABEL



FRAGILE  
STICKER



# Packaging Instructions for Comic Book Submissions

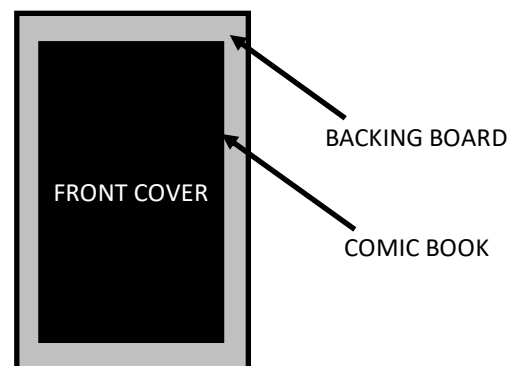


We strongly recommend the use of disposable gloves while handling collectible comic books!

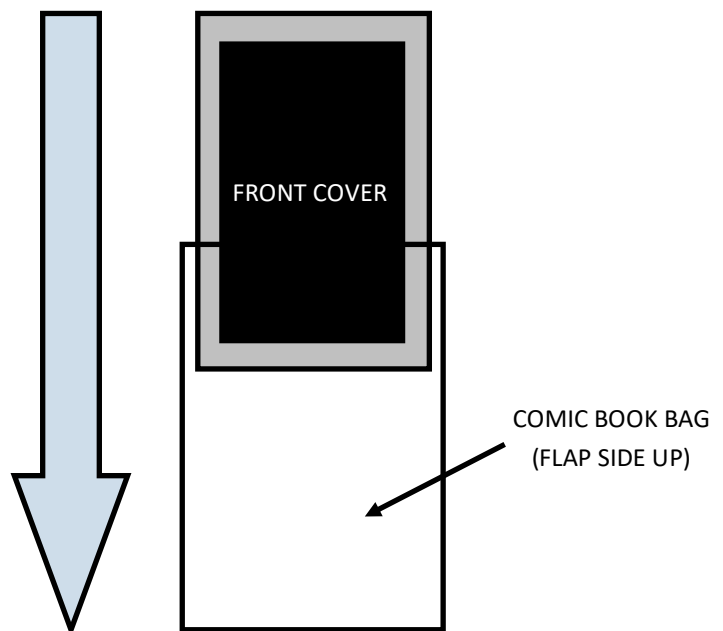


## Step 1: Bagging and Boarding Your Comic Books

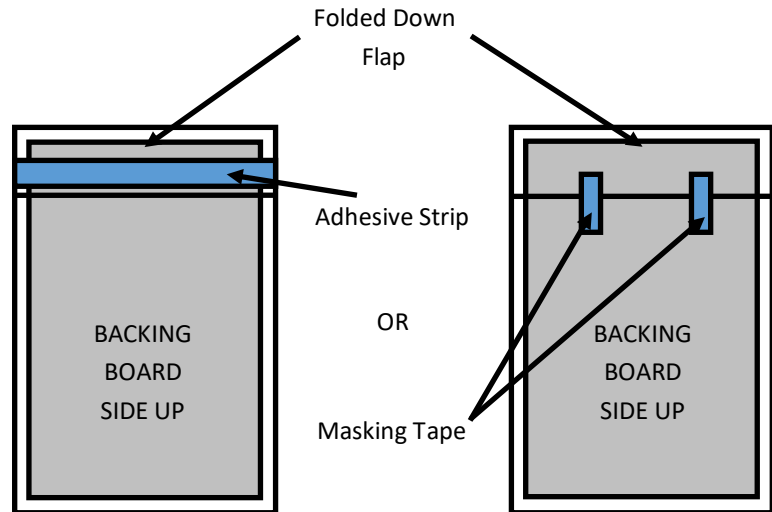
A. Place backing board (shiny side up) on a flat surface and position the first comic book (front cover facing up) in the center of the board.



B. Position comic book bag (flap side up) below the comic book and backing board stack. Gently pinch the comic book and backing board together near the top of the stack with your dominant hand. With your non-dominant hand, slightly lift the flap above the surface, holding it out of the way (to avoid catching it on the book) and slide the entire comic book and backing board assembly into the bag as one unit. **Pay close attention to the edges and corners and avoid snagging them on the bag.**

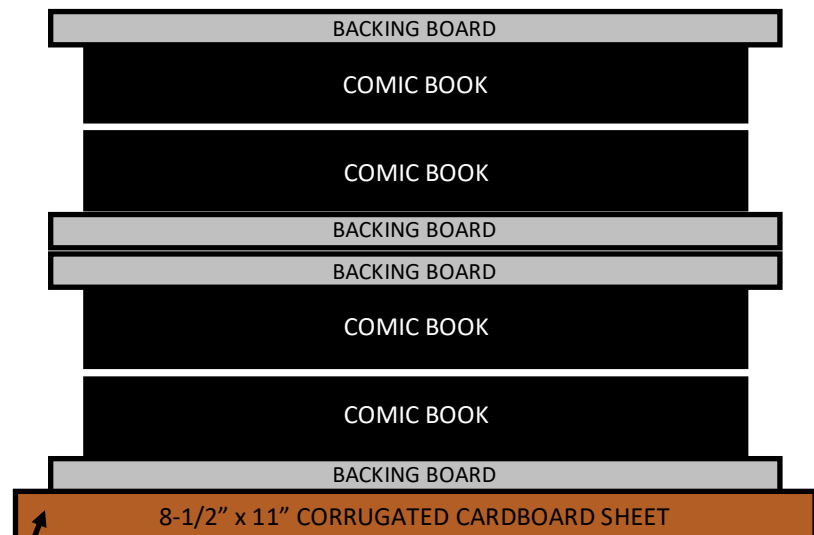


C. Flip the assembled backing board and bag over (backing board side up) and fold the flap down to close the bag. Secure flap by either peeling the backing for the adhesive strip on the bag or by using two small piece of masking tape, if the bag has no adhesive strip.



## Step 2: Stacking Your Comic Books

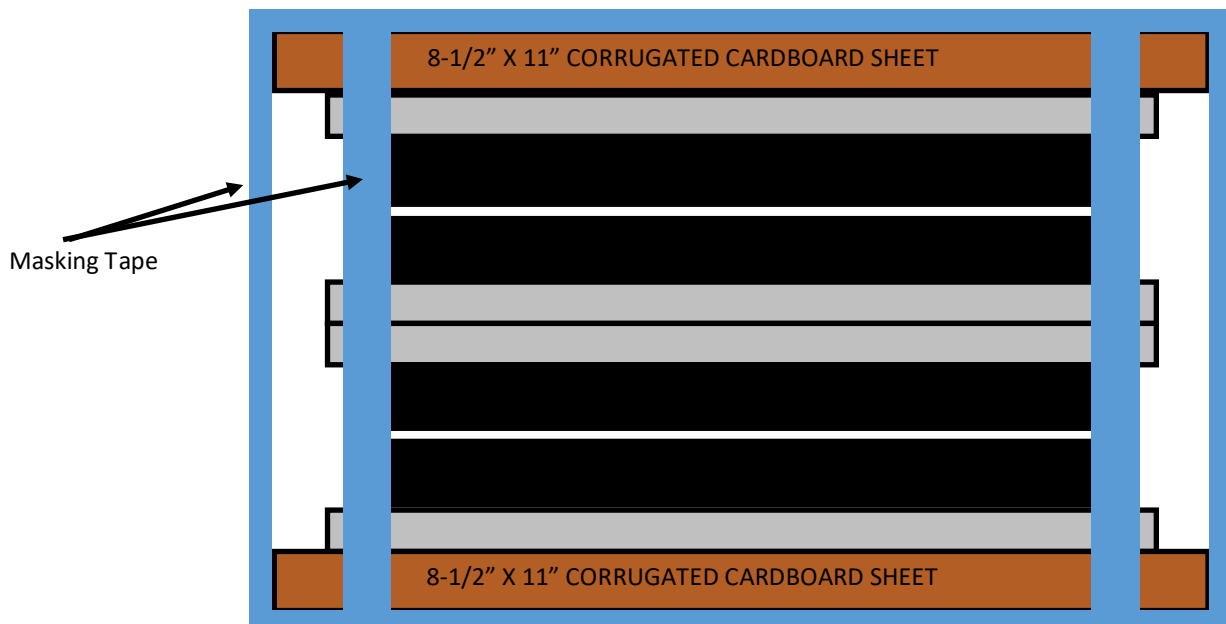
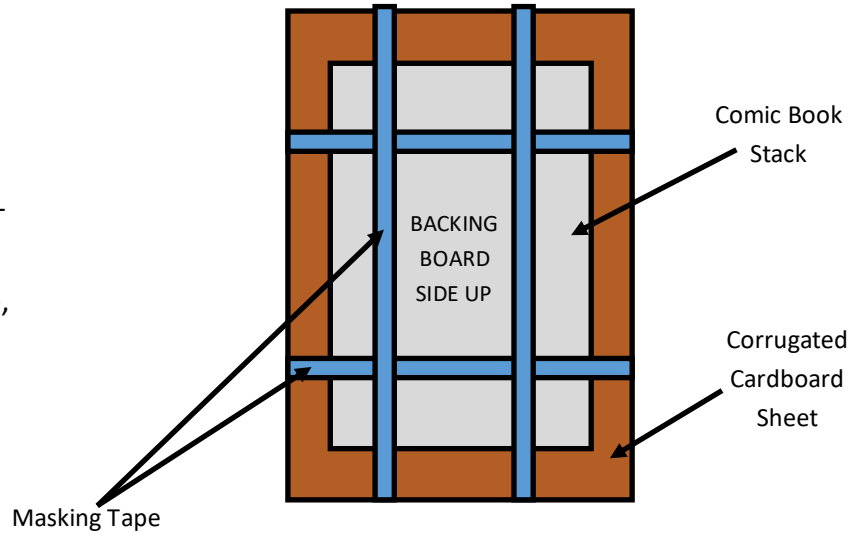
A. Stack your bagged and boarded comic books, alternating them so that they are backing board to backing board and cover to cover, according to the diagrammed pattern on the right. Do so until you are either out of books or you've reached a maximum of ten books. **Ensure that the book at the top of the stack is backing board side up.**



B. Place entire stack of comic books on one of the 8-1/2" x 11" corrugated cardboard sheets. **If you have an odd number of books, the bottom book will be cover side down against the corrugated cardboard sheet and the book at the top of the stack will be backing board side up.**

### Step 3: Securing Your Comic Book Stack

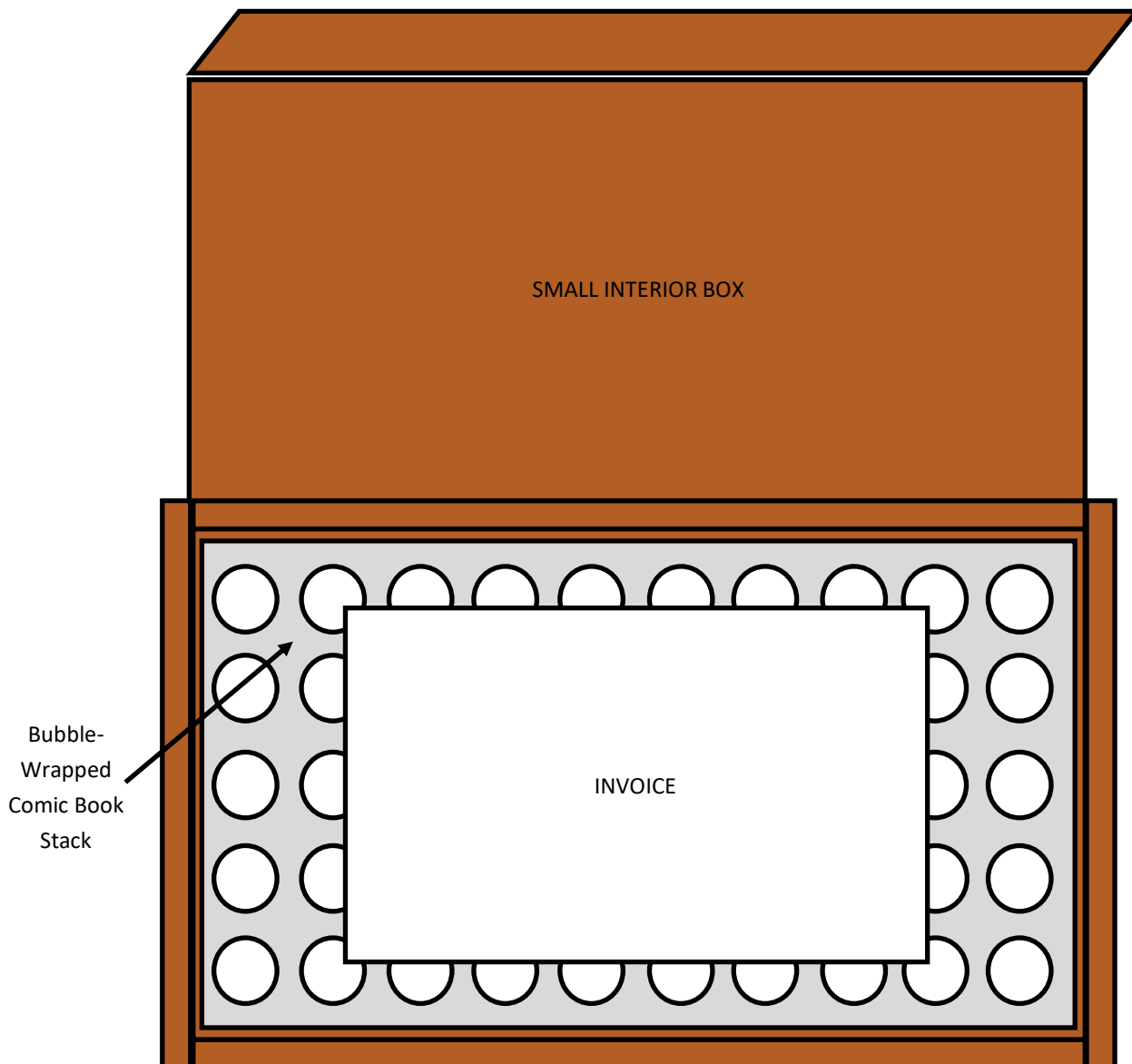
A. Secure the comic book stack to the corrugated cardboard sheet using the provided masking tape, in the diagrammed pattern.



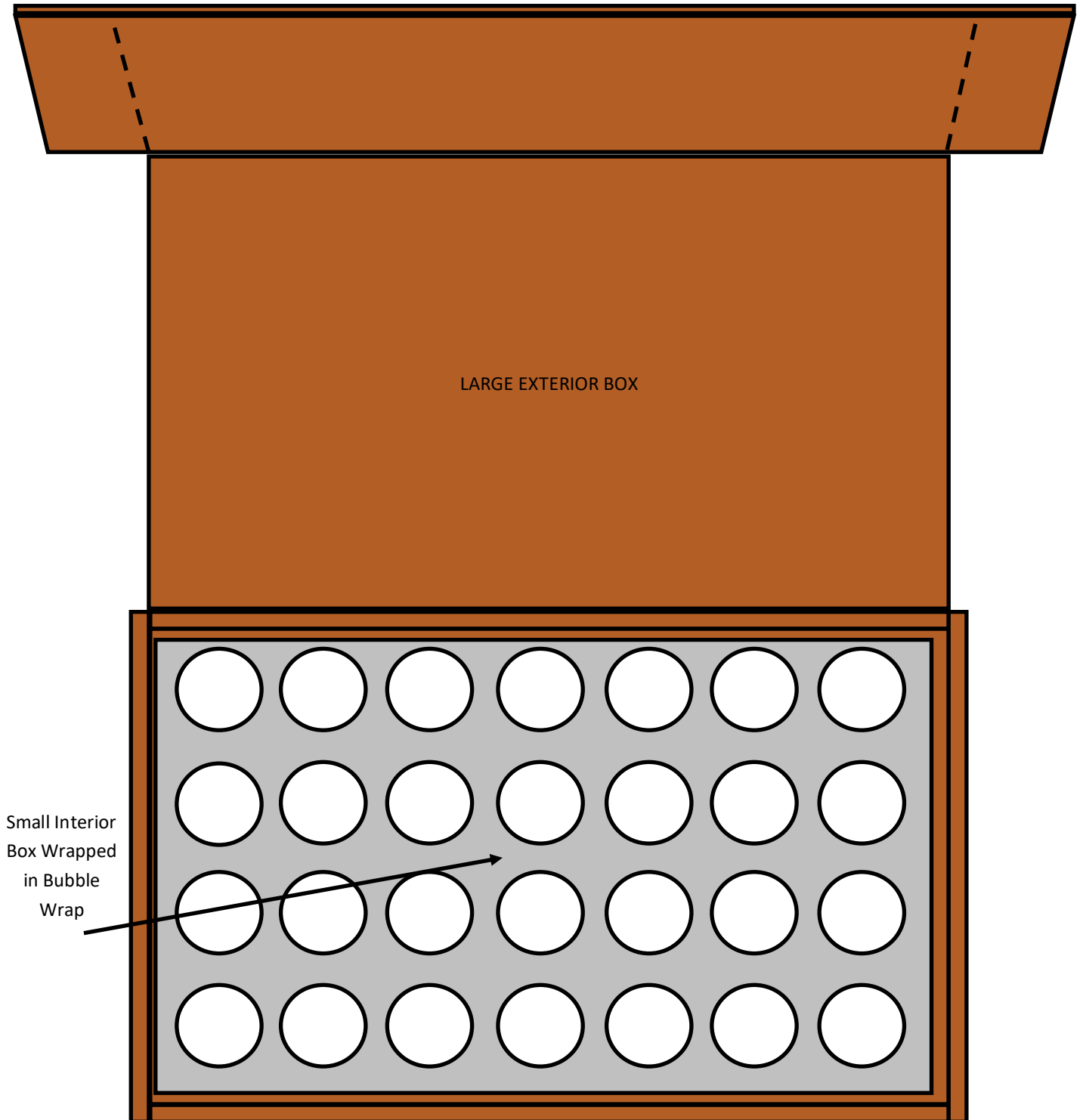
B. Place the second 8-1/2" x 11" corrugated cardboard sheet on top of the taped stack and tape the entire assembly together with masking tape in the same pattern as the previous step.

## Step 4: Boxing & Shipping Your Comic Books

- A. Wrap your fully assembled comic book stack with enough bubble wrap to ensure a snug, movement-free fit inside the small interior box. The fit should be snug, but not cramped enough to damage the books.
- B. Place a copy of your invoice on top of the bubble wrapped stack before closing and securing the box lid.



- C. Wrap the small interior box in bubble wrap until you have achieved a snug, movement-free fit inside the large exterior box.



D. Secure the lid of the large exterior box and seal with a piece of packing tape.

E. Affix shipping label and “fragile” sticker to the top of the box. Congratulations, your books are now ready to ship!

