

## *Nova's® Instructions- Packing a Featherweight to Ship for Repair*

Push the bobbin winder arm all the way down against the belt like you are going to wind a bobbin. Bobbin winder arms (that fit and function correctly) are no longer 'replaceable' parts for Singer Featherweights.

Unplug cord from machine and wrap foot controller and cord in bubble wrap (small bubbles work best for all wrapping and packaging of the machine).

ALL LOOSE PARTS should be securely wrapped in bubble wrap. Loose parts scratch and chip paint in shipping.

Remove the spool spindle plate (where the thread sits) and replace the screw in its hole to prevent it from being lost. Wrap the spool spindle plate in bubble wrap.

Place a couple of layers of bubble wrap between the bed extension and the face plate (in other words – there should be bubble wrap between the bed extension and the machine when you fold up the bed extension).

Presser foot should be in the down position. The thread uptake lever should be in its **lowest** position. Bobbin case should be in the machine.

Cut small squares of cardboard to slide under the motor (on the right hand side – there is a Bakelite screw on the bottom left that you do not want cardboard under) and fill in the space under the motor with the cardboard squares. This is to protect the motor and motor bracket and give them a 'foundation' if the machine gets a hard jolt in transit.

Wrap the machine in bubble wrap from both directions. You will need to make a bubble wrap ball around the machine.

Place in an appropriately sized box (not too big) that will prevent the machine shifting or moving around during transit.

Tuck the wrapped loose parts (for repair, only ship the wrapped foot controller, and spool spindle plate) around the machine. Fill the extra space between the machine and box with bubble wrap, so the machine **will not** move when it is turned over in shipping (inevitably, it *will* be turned over at some point during transport).

Please do NOT use packing peanuts. They settle and shift in shipping and are useless to protect the machine from damage. Do not tape anything to the machine! And, do not use the large bubble "pillows". They often pop due to the weight of the machine leaving nothing to protect the machine.

**MARK THE BOX AS TO WHICH SIDE IS 'UP' AND MAKE SURE THE MACHINE TRAVELS UPRIGHT** (it won't travel upright if you put it in the box and mark the wrong side as the top). A machine that travels on its side or top **will** have damage when it arrives. Mark 'Fragile' on every side of the box. The machine should weigh about 15 pounds when packed as I have detailed.

My personal preferred carrier is USPS, but I always recommend shipping Priority Mail. It costs a bit more, but the machine will endure less handling by traveling Priority than standard mail. Less handling = less opportunity to be dropped, etc. And, a tracking number comes with USPS Priority Mail.