



## **Karoo Taxidermy cc**

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Dear Valued Karoo Taxidermy Client

Please give me an opportunity to thank you for your consideration using Karoo Taxidermy to process your valued hunting trophies. Please be assured of our best service and quality workmanship at all times.

Explained hereunder is a short explanation of the taxidermy process and procedures taken to successfully process your order from the time Karoo Taxidermy receives your trophies until they are delivered to your residence.

### **Receiving your trophies:**

As per arrangement between Karoo Taxidermy and your outfitter, Karoo Taxidermy will either collect your trophies at your outfitters trophy preparation facility or your outfitter will deliver your trophies to our facility.

### **Taxidermy Orders:**

On arrival at our premises your trophies will be booked into our Taxidermy Logistic System, (the TLS) which is our custom made production software system. As soon as your order has been captured on the TLS, a Karoo Taxidermy communication staff member will forward you a quotation and request other necessary information like trophy instructions and direction, etc.

A client confirms a Taxidermy order by providing all necessary instructions and putting down a 50% deposit. After receipt of your instructions, a Karoo Taxidermy communication clerk will forward you your itemised Taxidermy Invoice which will include our banking details. All the necessary information required for an electronic wire transfer will be on the invoice. You do not need to place a 50% deposit when we receive your trophies. You can make the deposit once you are back home. Please note that your delivery date will be calculated from the time we have received both your instructions and the 50% deposit.

Methods of payments are as follows: Electronic Wire Transfer (preferred!) Cash, Travellers Cheques, and Credit Card. **NO CHEQUES PLEASE.** Internet banking is not possible as your bank needs a written instruction to transfer the funds. In the case of travellers cheques, please make sure your own name and address reflects on the Travelers Cheques provided.

After the receipt of confirmation (i.e. Deposit & Instructions) the trophies will be put into production to be completed in around 8 to 10 months. The client will receive progress updates by email every 6 weeks from a Karoo Taxidermy communication staff member to keep you informed about the progress of your order.

### **Shipping Taxidermy Trophies:**

In terms of your fully processed Taxidermy trophies, the trophies will be crated and the crate sizes will be submitted to three reputable shipping agents in order to get the best shipping quote to your closest port of entry.

The shipping cost and the final taxidermy payment will be forwarded to you for review. The final payment on your taxidermy work and the shipping costs are payable to Karoo Taxidermy unless you are informed not to. Making one payment will save you banking fees. The shipping agent will bill Karoo Taxidermy for the shipping costs incurred from South Africa to your closest Port of Entry or as indicated on the shipping invoice.

As soon as your final taxidermy payment and your shipping bill have been settled your trophies will be released to the shipping agent to be shipped to your designated clearing agent (or customs broker) at the applicable Port of Entry. If you do not have a designated clearing agent, Karoo Taxidermy will appoint a

reputable clearing agent on your behalf. The clearing agent will contact you in order to obtain a Power of Attorney from you and to obtain other relevant information. The client will be responsible for the clearing fees at the Port of Entry and delivery charges if necessary.

**Dip & Pack Trophies (Dip & Ship):**

Karoo Taxidermy provides a full Dip & Pack service to clients preferring to have their trophies prepared by their local taxidermist.

**All Dip & Pack shipments to the USA:** Dip & Pack shipments can only be sent to a USDA approved facility like a USDA approved taxidermy or tannery. See [www.aphis.usda.gov/NCIE/query-app-estab.html](http://www.aphis.usda.gov/NCIE/query-app-estab.html) .

A client confirms a Dip & Pack order by confirming that the items reflected on the invoice are complete and by settling full payment in advance.

Methods of payments are: Electronic Wire Transfer, Cash, Travellers Cheques, and Credit Card. NO CHEQUES PLEASE. Internet banking is not possible as your bank needs a written instruction to transfer the funds. In the case of travelers cheques, please make sure your own name and address reflects on the Travelers Cheques provided.

After the receipt of confirmation (i.e. confirming all items to be complete and the full payment) the trophies will be put into production to be completed in around 3 months. The client will receive progress updates by email every 6 weeks from a Karoo Taxidermy communication staff member to keep you informed about the progress of the order.

**Shipping Dip & Pack trophies:**

After the completion of your trophies, we will deliver your Dipped & Packed trophies to the designated shipping agent in South Africa. The shipping agent will contact you in regard to the shipping bill and to confirm relevant information. The shipping agent will send the crate with your trophies and all the necessary legal and export documentation to your designated clearing agent (customs broker) at the appropriate Port of Entry. If you do not have a designated clearing agent, the shipping agent will appoint a reputable clearing agent on your behalf. The clearing agent will contact you in order to obtain a Power of Attorney from you and to obtain other relevant information. The client will be responsible for the clearing fees at the Port of Entry and delivery charges if necessary.

**Clearing agents:**

Your local Clearing agent (Customs Broker) will clear your trophies with your country's Customs Department, Conservation Body, and Veterinary Department in order to conclude the legal importation of your sport hunted trophies.

**CITES PERMITS**

Cites Import permits are the responsibility of the client. Please note that Cites Import permits are only valid for 1 year. Please contact your local conservation body to apply for CITES Import permits. Your clearing agent can also assist you in applying for CITES Import permits. A copy of the CITES Import permits will have to be faxed to Karoo Taxidermy in order to obtain a valid CITES Export permit from South Africa. The original will be requested by your Clearing Agent when clearing your trophies in your country. Copies of CITES Import permits are to be faxed to Karoo Taxidermy in order to re-apply for CITES Export permits. Karoo Taxidermy will apply for all CITES Export permits.

**Importations from Africa:**

The client is responsible for the Dip & Pack and documentation fees in the applicable country outside South Africa. This is normally payable after your hunt or before the trophies are released to be shipped to South Africa. Importation fees (Shipping costs, Documentation fees, Irradiation Fees and Delivery fees to Karoo Taxidermy) are to be paid in full with the taxidermy deposit.

**Payments to Karoo Taxidermy:**

Please note that funds have to be transferred in the currency stated on your invoice and to the account stated on the invoice. All Credit Card payments will be subjected to a 5% transaction fee. Please do not transfer the funds in South African Rands. Internet Transfers are not acceptable as your bank requires a written instruction to transfer funds to a foreign country.

Sincerely yours,

*Frank Gentry and the Karoo Taxidermy team*

# Instructions for Shoulder Mounts and Pedestal Mounts explained

## Shoulder or Pedestal Mounts with a $\frac{1}{8}$ <sup>th</sup>, $\frac{1}{4}$ <sup>th</sup> or a $\frac{1}{2}$ <sup>th</sup> turn to the RIGHT (FIGURE 1)

- $\frac{1}{8}$ <sup>th</sup> turn to the right: If you were to stand directly in front of a shoulder or pedestal mount trophy that has an  $\frac{1}{8}$ <sup>th</sup> of a turn to the right, its head will be turned very slightly ( $\pm 12^\circ$  from the centerline) to the right from the trophy's perspective. The animal would then be looking very slightly to your left side.
- $\frac{1}{4}$ <sup>th</sup> turn to the right: If you were to stand directly in front of a shoulder or pedestal mount trophy that has an  $\frac{1}{4}$ <sup>th</sup> of a turn to the right, its head will be turned slightly ( $\pm 23^\circ$  from the centerline) to the right from the trophy's perspective. The animal would then be looking slightly to your left side.
- $\frac{1}{2}$ <sup>th</sup> turn to the right: If you were to stand directly in front of a shoulder or pedestal mount trophy that has an  $\frac{1}{2}$ <sup>th</sup> of a turn to the right, its head will be turned strongly ( $\pm 45^\circ$  from the centerline) to the right from the trophy's perspective. The animal would then be looking strongly to your left side. A  $\frac{1}{2}$ <sup>th</sup> turn is usually not desirable on many of the species.

## Shoulder or Pedestal Mounts with a $\frac{1}{8}$ <sup>th</sup>, $\frac{1}{4}$ <sup>th</sup> or a $\frac{1}{2}$ <sup>th</sup> turn to the LEFT (Figure 2)

- $\frac{1}{8}$ <sup>th</sup> turn to the left: If you were to stand directly in front of a shoulder or pedestal mount trophy that has an  $\frac{1}{8}$ <sup>th</sup> of a turn to the left, its head will be turned very slightly ( $\pm 12^\circ$  from the centerline) to the left from the trophy's perspective. The animal would then be looking very slightly to your right side.
- $\frac{1}{4}$ <sup>th</sup> turn to the left: If you were to stand directly in front of a shoulder or pedestal mount trophy that has an  $\frac{1}{4}$ <sup>th</sup> of a turn to the left, its head will be turned slightly ( $\pm 23^\circ$  from the centerline) to the left from the trophy's perspective. The animal would then be looking slightly to your right side.
- $\frac{1}{2}$ <sup>th</sup> turn to the left: If you were to stand directly in front of a shoulder or pedestal mount trophy that has an  $\frac{1}{2}$ <sup>th</sup> of a turn to the left, its head will be turned strongly ( $\pm 45^\circ$  from the centerline) to the left from the trophy's perspective. The animal would then be looking strongly to your right side. A  $\frac{1}{2}$ <sup>th</sup> turn is usually not desirable on many of the species.

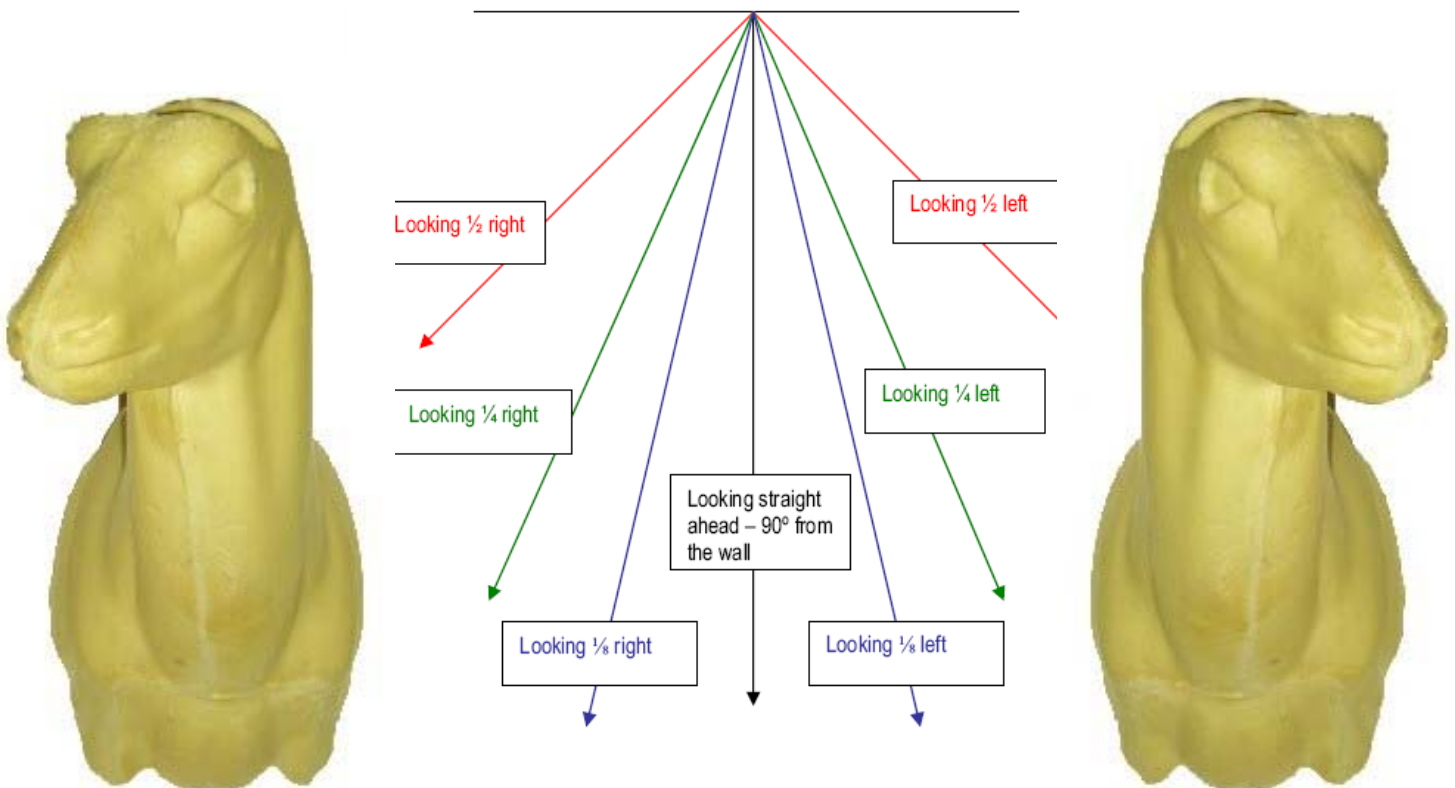


Figure 1: looking  $\frac{1}{4}$  right

Figure 2: looking  $\frac{1}{4}$  left

# Instructions for Wall Pedestal Mounts explained

Wall pedestals can either be a right turn or a left turn. There are different directions within the right and left turns.

## Wall Pedestal – RIGHT TURN

- A **right turn looking straight** put simply means that the left shoulder of the animal is against the wall and the animal is looking straight out from the wall (90° turn) Therefore, if you were to stand directly in front of the animal it would be looking straight at you.
- **1/8 turn to the right:** If you were to stand directly in front of a wall pedestal trophy that is a 1/8 turn to the right, the animal would then be looking over your left shoulder, its head turned very slightly away from the center.  
(as if the animal might want to 'look behind' itself)
- **1/4 turn to the right:** If you were to stand directly in front of a wall pedestal trophy that is a 1/4 turn to the right, the animal would then be looking over your left shoulder, its head turned slightly away from the center, but a more pronounced turn.  
(as if the animal might want to 'look behind' itself)
- **1/2 turn to the right:** If you were to stand directly in front of a wall pedestal trophy that is a 1/2 turn to the right, the animal would then be looking over your left shoulder, its head turned quite extremely away from the center.  
(as if the animal might want to 'look behind' itself)
- **1/8 turn to the left:** If you were to stand directly in front of a wall pedestal trophy that is a 1/8 turn to the left, the animal would then be looking over your right shoulder, its head turned very slightly away from the center.  
as if the animal might want to look ahead)
- **1/4 turn to the left:** If you were to stand directly in front of a wall pedestal trophy that is a 1/4 turn to the left, the animal would then be looking over your right shoulder, its head turned slightly away from the center, but a more pronounced turn.  
(as if the animal might want to look ahead)
- **1/2 turn to the left:** If you were to stand directly in front of a wall pedestal trophy that is a 1/2 turn to the left, the animal would then be looking over your right shoulder, its head turned its head turned quite extremely away from the center.  
(as if the animal might want to look ahead)

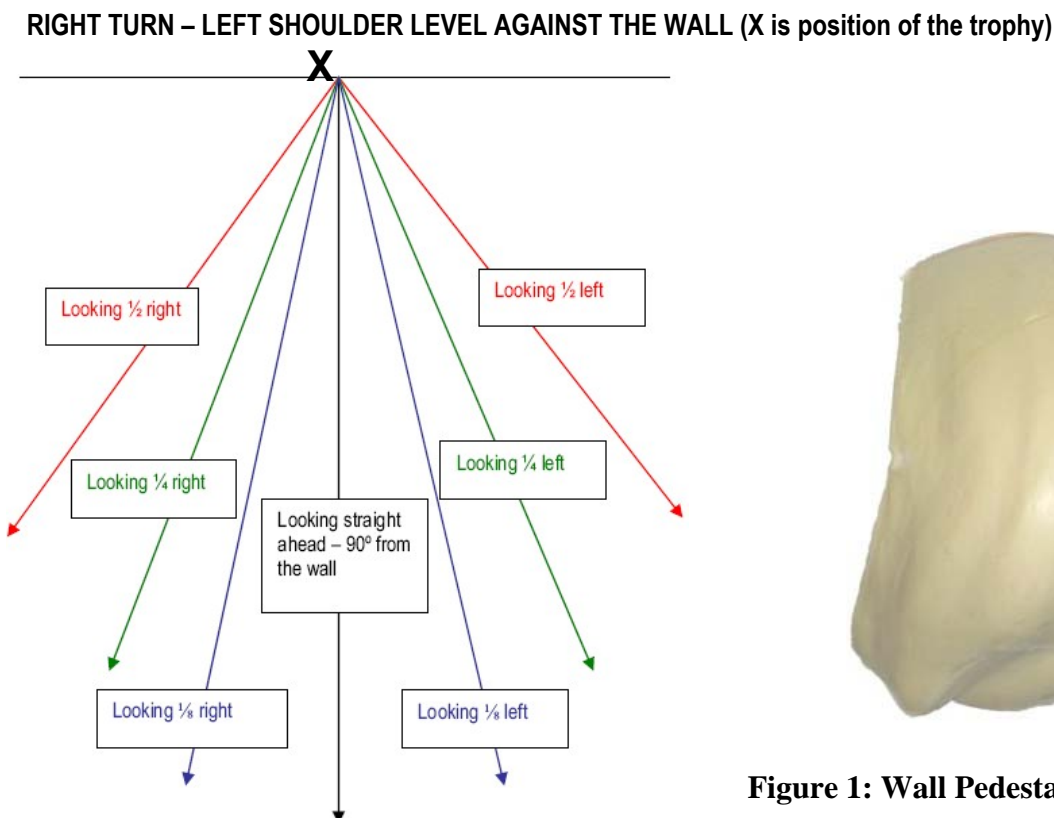


Figure 1: Wall Pedestal – Right turn looking 1/4 Right

## Wall Pedestal – LEFT TURN

- A **left turn looking straight** put simply means that the right shoulder of the animal is against the wall and the animal is looking straight out from the wall (90° turn) Therefore, if you were to stand directly in front of the animal it would be looking straight at you.
- **1/8 turn to the right:** If you were to stand directly in front of a wall pedestal trophy that is a 1/8 turn to the right, the animal would then be looking over your left shoulder, its head turned very slightly away from the center.  
(as if the animal might want to look ahead)
- **1/4 turn to the right:** If you were to stand directly in front of a wall pedestal trophy that is a 1/4 turn to the right, the animal would then be looking over your left shoulder, its head turned slightly away from the center, but a more pronounced turn.  
(as if the animal might want to look ahead)
- **1/2 turn to the right:** If you were to stand directly in front of a wall pedestal trophy that is a 1/2 turn to the right, the animal would then be looking over your left shoulder, its head turned its head turned quite extremely away from the center.  
(as if the animal might want to look ahead)
- **1/8 turn to the left:** If you were to stand directly in front of a wall pedestal trophy that is a 1/8 turn to the left, the animal would then be looking over your right shoulder, its head turned very slightly away from the center. (  
as if the animal might want to 'look behind' itself)
- **1/4 turn to the left:** If you were to stand directly in front of a wall pedestal trophy that is a 1/4 turn to the left, the animal would then be looking over your right shoulder, its head turned slightly away from the center, but a more pronounced turn.  
(as if the animal might want to 'look behind' itself)
- **1/2 turn to the left:** If you were to stand directly in front of a wall pedestal trophy that is a 1/2 turn to the left, the animal would then be looking over your right shoulder, its head turned its head turned quite extremely away from the center.  
(as if the animal might want to 'look behind' itself)

### LEFT TURN – RIGHT SHOULDER LEVEL AGAINST THE WALL (X is position of the trophy)

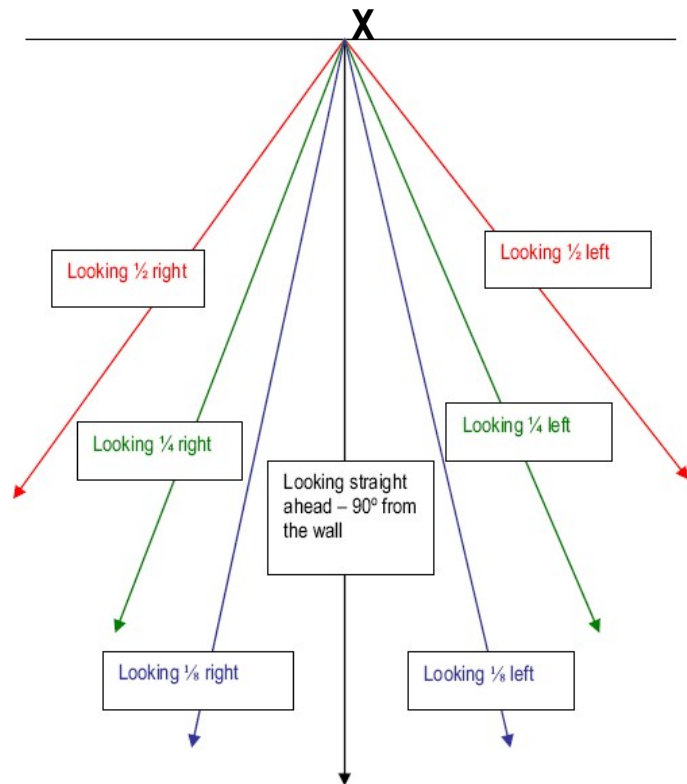


Figure 2: Wall Pedestal – Left turn looking 1/4 Left

# Instructions for Full Mounts explained

Full body mounts, or Full mounts for short, can either have bases that will be able to stand free on the floor or on a flat surface, or it can have bases that can be hung on a wall. Wall bases are viable for small to medium sized species. Please indicate whether you prefer to have your Full mount with a floor or wall base when confirming your instructions.

**Full Mounts are explained in Degrees in order to eliminate confusion**

- **Looking Straight (0°):** If you were to stand directly in front of a full mount trophy that is looking straight, its head will be looking parallel to the body of the mount. The animal would then be looking straight at you.
- **Turned to the right looking 45°:** If you were to stand directly in front of a full mount trophy that is turned 45° to the right, its head will be turned 45° from the 0° centerline to the right from the trophy's perspective. The animal would then be looking 45° from the 0° centerline to your left side.
- **Turned to the right looking 90°:** If you were to stand directly in front of a full mount trophy that is turned 90° to the right, its head will be turned 90° from the 0° centerline to the right from the trophy's perspective. The animal would then be looking 90° from the 0° centerline to your left side.
- **Turned to the right looking 135°:** If you were to stand directly in front of a full mount trophy that is turned 135° to the right, its head will be turned 135° from the 0° centerline to the right from the trophy's perspective. The animal would then be looking slightly to its back 135° from the 0° centerline to your left side.
- **Turned to the right looking 180°:** If you were to stand directly in front of a full mount trophy that is turned 180° to the right, its head will be turned 180° from the 0° centerline to the right from the trophy's perspective. The animal would then be looking completely over its back 180° from the 0° centerline, your left side.
- **Turned to the left looking 45°:** If you were to stand directly in front of a full mount trophy that is turned 45° to the left, its head will be turned 45° from the 0° centerline to the left from the trophy's perspective. The animal would then be looking 45° from the 0° centerline to your right side.
- **Turned to the left looking 90°:** If you were to stand directly in front of a full mount trophy that is turned 90° to the left, its head will be turned 90° from the 0° centerline to the left from the trophy's perspective. The animal would then be looking 90° from the 0° centerline your right side.
- **Turned to the left looking 135°:** If you were to stand directly in front of a full mount trophy that is turned 135° to the left, its head will be turned 135° from the 0° centerline to the left from the trophy's perspective. The animal would then be looking slightly over its back 135° from the 0° centerline, to your right side.
- **Turned to the left looking 180°:** If you were to stand directly in front of a full mount trophy that is turned 180° to the left, its head will be turned 180° from the 0° centerline to the left from the trophy's perspective. The animal would then be looking completely over its back 180° from the 0° centerline, to your right side.



**Wall Base: Left turn, looking 45°**



**Floor Base: Right turn, looking 90°**

# Karoo Taxidermy Client Information Sheet

(Please leave this form with your Outfitter or PH)

**CLIENT FULL NAMES** ..... **OUTFITTER:** .....  
(THIS NAME SHOULD APPEAR ON THE PH REGISTER. AS STATED ON BIRTH CERTIFICATE, NO INITIALS)

**PROCESS:** (Please mark with an X) **TAXIDERMY**  **Professional** .....  
**DIP & PACK**  **Hunter/s** .....  
**PH Register** .....  
**number/s** .....

**RESIDENTIAL ADDRESS:** (THIS ADDRESS SHOULD APPEAR ON THE PH REGISTER) **WORK ADDRESS:**

**STREET:** ..... **STREET:** .....  
**CITY:** ..... **CITY:** .....  
**ZIP CODE:** ..... **ZIP CODE:** .....  
**HOME TEL:** ..... **WORK TEL:** .....  
**HOME FAX:** ..... **WORK FAX:** .....  
**CELL:** ..... **CELL:** .....  
**HOME E-MAIL:** ..... **WORK E-MAIL:** .....

**CUSTOMS CLEARING** ..... **SHIPPING** .....  
**AGENT DETAILS** ..... **ADDRESS:** .....  
**(CUSTOMS BROKER)** .....  
**LOCAL TAXIDERMIST:** .....

**TROPHY CONSOLIDATION: (Please mark with X)**  
**Consolidation 1**  More than 1 client, with more than 1 crate and more than 1 export permit. ALL CRATES TO SHIP AT THE SAME TIME TO THE SAME PORT OF ENTRY.  
**Consolidation 2**  More than 1 client, shipped in 1 crate, with 1 export permit.  
**Consolidation 3**  More than 1 client, shipped in 1 crate, with more than 1 export permits.

**NAMES OF CLIENTS TO BE CONSOLIDATED**  
.....  
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**PREFERRED METHOD OF PAYMENT:** .....

**AMOUNT LEFT AT OUTFITTER / PH AS TAXIDERMY DEPOSIT/DIP & PACK PAYMENT:** .....

**SPECIAL INSTRUCTIONS:**  
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**TROPHY INSTRUCTIONS:** .....  
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