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PACKING SLIP & SHIPPING INSTRUCTIONS

Mail To: Arch Enterprises | 2501 Lakeview Road | Mexico, MO | 65265

Customer Name:

Shipping Date:

Phone Number:

Email Address:

Mailing Address:

Special Notes:

1. Place scrap in a plastic bag or other plastic container.
2. Place bag or container in a padded envelope or shipping container.
3. Make sure your shipment is secure; do not write gold, silver or platinum on your shipment.
4. Please ship items, USPS Priority Mail (preferred), DHL, UPS, or FedEx with a Delivery Signature Required.
5. Please include a copy of your packing slip and any email with your shipment.

PLEASE CALL 1-800-835-0478 OR EMAIL US AT INFO@ARCHENTERPRISES.COM WITH ANY QUESTIONS

Turnaround Time:

Our turnaround time for payment on jewelry, coins & bars is 21 business days. All other material, depending on the type, can range from 8 to 10 business weeks and there are certain types of material that may take additional time beyond the 10 business weeks to process payment on. Please inquire if you have questions.

Disclaimer:

Payment will depend on the actual weight and composition of material received. Please weigh all material and post on the packing list and include with your shipment. We will notify you if the material is not as described before processing. Materials we cannot process will be shipped back to the customer within 15 days at the customer's expense. Items left over 15 days will not be returned. Arch recommends shipping your material via USPS Priority with a signature. It is not necessary to package silverware, coins or other items individually. Although not required, we recommend insuring your shipment based on the given estimate. Arch Enterprises has not control over your items during transport, so please be sure to get a tracking number for your package from your shipping provider.