

**Packing list and Ordering Instructions: \$50 minimum order on all transactions**

1. Print out the order form on your printer and fill out.
2. Properly Identify your items(s).
3. Fill out the packing list and descriptions as completely as possible.
4. Wrap each piece separately with packing material (i.e. bubble wrap).
5. Insure and ship to Metal Arts Specialties. Please note we are not responsible for any loss or damage in transit).

**Shipping address: Metal Arts Specialties - Box 751, - Leonard, Michigan 48367**

Item quantity	Description	Work to be Done	Insured value
1	<i>Example:</i> cuff bracelet	Electroplate with 14kt yellow gold	\$275

**Please note:** All watches must be totally disassembled prior to sending them to us, thank-you

**Special instructions and comments:**

**Address information**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_

**E-mail/ Phone information**

E-mail Address: \_\_\_\_\_  
 Daytime phone number: \_\_\_\_\_  
 Evening phone number: \_\_\_\_\_

For questions about your order, e-mail us at sales@artisanplating.com or contact Dave at 248-821-3450 between 8am-5pm EST.

**Payment Options**

All services billed to your charge card account will appear as "Metal Arts Specialties"

Payments for all services must be paid for in advance. All checks should made out to **Metal Arts Specialties**. Please include an advanced payment of **\$8** for return shipping and postage\*\*. We don't accept Discover or Am Express cards.

Check:  Check/Money order amount for \$\_\_\_\_\_ is enclosed:

**Credit Card:** Visa  MasterCard

Card number: \_\_\_\_\_

\*\* All orders are sent U.S. mail unless instructed by customer.

Exp Date: \_\_\_\_\_

I understand that the plating process does not conceal or hide pre-existing surface imperfections or scratches. I also understand that the item ( ring, chain, etc) being plated may need additional polishing and is always included in final cost quote. I also agree that **Metal Arts Specialties** is not responsible for any loss or damage to my item while it is in transit.

**No order will be processed without \$8 check or a CC card number to cover return shipping**

Signature: \_\_\_\_\_

Today's date: \_\_\_\_\_

**All services billed to your charge card account will appear as "Metal Arts Specialties" Personal and cashier's checks should be issued to "Metal Arts Specialties"**

<b>Office use only</b>	Returned: _____	Subtotal: _____	+ Postage: _____	<b>= Total: _____</b>
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