

Packing list and Ordering Instructions: \$35 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 - P.O. Box 751, 1550 Tu-Van Trail - Leonard, Michigan 48367

Item quantity	Description	Work to be Done	Insured value
1	<i>Example:</i> wrist watch* without watch band	Electroplate with 14kt yellow gold	\$275

Special instructions and comments: * Please note that *all watches* should be disassembled, including the crystal, prior to sending it to us. We can provide that service (\$45) if your jeweler is unable to assist you.

Address information		E-mail/ Phone information	
Name:		E-mail Address:	
Address:		Daytime phone number:	
City:		Evening phone number:	
State:	Zip:	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 be made out to **Metal Arts Specialties**. Please include an advanced payment of \$5 for return shipping and postage**. We don't accept Discover or Am Express cards.

Check: <input type="checkbox"/> Check/Money order amount for \$ _____ is enclosed:	Credit Card: Visa <input type="checkbox"/> MasterCard <input type="checkbox"/>
** All orders are sent U.S. mail unless instructed by customer.	Card number: _____ 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 (watch, 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.

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"

Please make a copy of this invoice for your records - Thank you for your order!

Office use only	Returned: _____	Subtotal: _____	+ Postage: _____	= Total: _____
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