

Work Order

Did you remember to send images of your object(s) FIRST for an estimate(s)?

Please describe as clearly as possible the repairs and/or finishing you would like. You will be contacted with a price quote as soon as possible after receipt of your work. All jobs are invoiced with shipping and insurance fees (unless you pick up).
* If shipping damaged flatware, include a perfect piece of the same type (if you have one) so its shape can be duplicated.

Please do not send payment with the job as shipping must be calculated.

Packing Instructions

Objects, such as sectional candelabras, should be disassembled and wrapped individually with tissue paper or in a flannel bag(s). For delicate pieces (such as handled baskets and epergnes), crumple the tissue and place it in all open areas so all components will be supported. Next comes the bubble wrap which will further cushion the object. **Use Scotch tape or painters tape as opposed to wide packing tape.** Pack the object in a structurally sound carton. Each piece should have a minimum of 2" of padding between it and other piece(s) or the sides of the carton. The carton should be filled with Styrofoam peanuts, bubble wrap, or densely crumpled paper to snugly cushion the item(s). Close the carton and shake it before taping – there should be NO movement of the piece(s). Always remove flatware from a flatware chest and wrap the pieces, otherwise, any bouncing in transit could lead to scratching.

Always ship "signature required."

Shipping Options

USPS: Jeffrey Herman • PO Box 786 • West Warwick, RI 02893

UPS & FedEx: Please e-mail me for my street address: jeff@hermansilver.com.

401/461-6840 • jeff@hermansilver.com • hermansilver.com

Please state the insurance value of each object or set!

Name: (please print clearly) _____ Date: _____

Company: _____

Shipping Address (UPS): _____

City: _____ State: _____ Zip: _____

Telephone (Home): _____ (Work): _____

(Cell): _____ Fax (if no email): _____

E-mail: _____

Object(s) #1: _____ **Insurance value: \$** _____

Describe your need: _____

Continue on other side ...

Object(s) #2: _____ **Insurance value: \$** _____

Describe your need: _____

Continue on other side ...

Object(s) #3: _____ **Insurance value: \$** _____

Describe your need: _____

Continue on other side ...

Would you like some **Herman's Simply Clean Collectors Silver Polish** returned with your work?

\$13.95 each (8 oz. jar) + tax 1 jar 2 jars 3 jars 4 jars