

# Work Order

- ▶ Did you remember to send images of your object(s) FIRST for an estimate(s)?
- ▶ Please do not send payment with the job as shipping must be calculated.
- ▶ You **MUST** ship "signature required," no exceptions!
- ▶ If shipping damaged flatware, include a perfect piece of the same type (if you have one).

## 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), crumple tissue or bubble wrap and place it in all open areas so all components will be supported. If you need to use tape, please 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). Always remove flatware from a flatware chest and wrap the pieces, otherwise, any bouncing in transit could lead to scratching.

## 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](mailto:jeff@hermansilver.com).  
401/461-6840 • [jeff@hermansilver.com](mailto:jeff@hermansilver.com) • [hermansilver.com](http://hermansilver.com)

If you did not receive an estimate prior to shipping, you will be e-mailed with one soon after your piece(s) arrives.  
All jobs are invoiced with shipping and insurance fees (unless you pick up).

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 ...*

### • Herman's Simply Clean Collectors Silver Polish •

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