



YOUR PURCHASE ORDER # _____

PLEASE COMPLETE THIS FORM BY FILLING IN THE BLANKS OR CIRCLING CHOICES.
FILLING OUT THIS FORM WILL EXPEDITE YOUR ORDER AND REDUCE COSTLY PROCESSING ERRORS.
PLEASE SEND A SAMPLE OF THE FINISH YOU NEED IF POSSIBLE.

Company Name _____ Contact Name _____
Street _____ Phone _____
City _____ Fax _____
State ____ Zip _____ e-mail _____

Date Sent _____ Date Needed _____ Ship Via _____ Insurance Value \$ _____

If you have a UPS shipper number that you wish us to use write it here. _____

MC Visa Discover # _____ Expiration Date _____ 3 digit code _____

Print Name on Card _____ Signature _____

CC Billing Address if Different _____

DO YOU WANT US TO KEEP THIS CC INFORMATION ON FILE FOR FUTURE ORDERS? ____ YES ____ NO

GROUP #1

GROUP #2

1. Total number of pieces sent _____
OR
Weight _____

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OR
Weight _____

2. Parts are made of _____

2. Parts are made of _____

3. Plated parts are to be (CIRCLE ONE)

3. Plated parts are to be (CIRCLE ONE)

SHINY FINISH SATIN FINISH

SHINY FINISH SATIN FINISH

MAINTAIN EXISTING FINISH

MAINTAIN EXISTING FINISH

4. Final finish should be (CIRCLE ONE)

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14K GOLD 18K GOLD 24K GOLD

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ROSE GOLD GREEN GOLD RHODIUM

ROSE GOLD GREEN GOLD RHODIUM

SILVER NICKEL COPPER

SILVER NICKEL COPPER

OTHER _____

OTHER _____

5. Thickness of GOLD _____

5. Thickness of GOLD _____

6. Special instructions _____

6. Special instructions _____

WE HAVE A **\$100.00 MINIMUM** PER ORDER. IF YOU ARE ORDERING MORE THAN ONE FINISH, FOR EXAMPLE SOME ITEMS PLATED WITH 14K GOLD AND SOME ITEMS WITH RHODIUM, WE HAVE A **\$50.00 MINIMUM** FOR EACH FINISH WITHIN YOUR ORDER. A 5% HAZARDOUS WASTE FEE IS ADDED TO ALL INVOICES. \$5.00 HANDLING, SHIPPING AND INSURANCE IS ADDED TO ALL SHIPPED ORDERS.

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