



# INSTRUCTIONS FOR SHIPPING PRECIOUS METAL PRODUCTS TO KITCO

To ensure the safe and timely arrival of your package, please follow these instructions when shipping precious metals to Kitco. **Failure to follow these instructions** may delay the processing of your sale and **void insurance coverage** if your shipping has been arranged by Kitco.

## 1. SEPARATE YOUR MATERIAL

Separate your material by metal, purity and type (coins from bars, gold from silver, etc.).



## 2. WRAP IT PROTECTIVELY

Precious metals can be easily scratched or dented in transit. Prevent this from happening by packing your materials such that individual items do not knock about against one another. Use materials like foam, bubble wrap or polystyrene peanuts to wrap your material protectively.



## 3. DOUBLE-BOX YOUR PACKAGE

After carefully and securely wrapping your material, pack it into a box that's just large enough to accommodate your items snugly. Next, place this box in a larger box and fill in the empty space between the two boxes with extra packing material. The outer box should bear no indication of its contents or their potential value. It should look like a generic shipping box.

**Note: Use only new (unused) shipping grade boxes for shipping**



## 4. INSERT YOUR PACKING SLIP

Print the packing slip that you received from Kitco and put into the inner box, along with your material. Confirm that you have included the packing slip with your package and then seal the outer box with heavy-duty packing tape.



## 5a. FOR SHIPPING ARRANGED BY KITCO, USE THE CORRECT WAYBILL

Please do not release any information about the contents of your package to the courier service personnel. Please only use the waybill supplied by Kitco for your shipment. This waybill is date-specific. If you are unable to dispatch the shipment on the requested date, please contact Kitco to ask for a waybill with a new date.



## 5b. FOR ALL OTHER SHIPPING, PRINT TRANSACTION NUMBER

Indicate your transaction number on the outside of your package. This essential information will help expedite your transaction.

Should you require any clarification or additional information, please call 1 877 775-4826 or 514 313-9999. Our business hours are Monday to Thursday - 8:30 A.M. to 10:00 P.M. and Friday 8:30 A.M. to 5:00 P.M. ET