

# Instructions for Shipping Your Precious Metals

To make sure your package gets to Kitco safely and on time, just follow these simple steps when shipping your precious metals. This helps avoid any delays and ensures full insurance coverage.



## 1 Separate your material

- Sort items by metal, purity, and type (e.g., coins vs. bars, gold vs. silver).
- Keep the bars or coins in their original assay packaging.



## 2 Wrap your metals

- Use foam, bubble wrap, or polystyrene peanuts to protect each item.
- Wrap each item securely to prevent them from knocking together and getting scratched or dented during transit.

 **All shipments require double-boxing. Do not reuse old boxes.**



## 3 Inner box

- Securely wrap the items and place them in a snug box lined with foam or paper.
- Use new shipping-grade boxes that do not reveal contents or value.
- Print the packing slip from Kitco, place it inside this box, and tape all the edges securely.



## 4 Outer box

- Put the inner box inside the outer box, filling any gaps between the boxes with packing material.
- Use new shipping-grade boxes that do not reveal contents or value.
- Seal all edges of the outer box with heavy-duty packing tape.



## 5 Labeling and shipping

### Kitco secured shipping

- Print the waybill Kitco has provided you.
- Cut the waybill, then secure the half with the barcode to the outside of the box so it's easy to scan.
- Do not disclose the contents to the courier.

### For customer-managed shipping

- Create a waybill with your chosen courier, using the mailing address from your Kitco packing slip.
- Add your transaction number to the package but leave 'Kitco' off - it'll keep everything discreet and secure.
- Attach your waybill to the outer box.
- Email your tracking number to [info@kitco.com](mailto:info@kitco.com).

### For additional information

Contact 1 877 775-4826    
514 313-9999 

Hours Mon to Thur: 8:30 A.M. - 10:00 P.M.  
Fri: 8:30 A.M. - 5:00 P.M. ET



For detailed instructions, watch the full packaging video [here](#).

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# Instructions for Shipping Your Precious Metals - Multiple Packages

## IMPORTANT

To make sure your packages get to Kitco safely and on time, just follow these simple steps when shipping your precious metals. This helps avoid any delays and ensures full insurance coverage.



## 1 Separate your material

- Sort items by metal, purity, and type (e.g., coins vs. bars, gold vs. silver).
- Keep the bars or coins in their original assay packaging.



## 2 Wrap your metals

- Use foam, bubble wrap, or polystyrene peanuts to protect each item.
- Wrap each item securely to prevent them from knocking together and getting scratched or dented during transit.



## 3 Multiple waybills

- We've sent you multiple waybills because your metals need to be separated into more than one package due to insurance and shipping thresholds. Please check your email and print out each waybill.
- Place metals in the appropriate box with the associated waybill. Use a unique waybill for each package.
- Important: Using the wrong waybill can affect your insurance coverage.

**All shipments require double-boxing. Do not reuse old boxes.**



## 4 Inner box

- Securely wrap the items and place them in a snug box lined with foam or paper.
- Use new shipping-grade boxes that do not reveal contents or value.
- Print the packing slip from Kitco, place it inside this inner box, and tape all the edges securely. Use the same packing slip for every package.



## 5 Outer box

- Put the inner box inside the outer box, filling any gaps between the boxes with packing material.
- Use new shipping-grade boxes that do not reveal contents or value.
- Seal all edges of the outer box with heavy-duty packing tape.



## 6 Labeling and shipping

### Kitco secured shipping

- Print the waybill Kitco has provided you.
- Cut the waybill, then secure the half with the barcode to the outside of the box so it's easy to scan.
- Do not disclose the contents to the courier.

### For customer-managed shipping

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