Little Mountain Corporation d/b/a

THE MONEYCHANGER

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PLEASE READ THIS COMPLETELY AND PRINT IT.

THESE INSTRUCTIONS SAVE EVERYONE TIME AND MONEY.

PLEASE CONTACT US BEFORE YOU SHIP IF YOU HAVE ANY QUESTIONS.

WHERE TO SHIP AND HOW MANY PACKAGES AGAINST ORDER ***:

YOU WILL SHIP A TOTAL OF XX (X) BOXES AS FOLLOWS:

INTO EACH OF X (X) FLAT RATE PRIORITY MAIL BOXES PLACE XX (X) COIN & SHIP BY REGISTERED MAIL WITH POSTAL INSURANCE FOR XX THOUSAND DOLLARS ($X.00) TO

Name
Address
City, State Zip

THINGS TO PICK UP *BEFORE* PACKING AND SHIPPING (IF YOU DON'T HAVE THEM ALREADY):

- FROM THE POST OFFICE (*please note that you need to get one of each item below for each package you send us*).

    1. An appropriately sized FLAT RATE PRIORITY MAIL box (these are free)
    2. A registered mail sticker
    3. A registered mail slip/form
    4. A green return receipt card

- AT OFFICE DEPOT / OFFICEMAX / MOST OFFICE SUPPLY STORES:

    1. Strapping/Packaging tape. Clear, high tensile strength tape with string filaments. (You only need this if you are shipping silver. If you are shipping gold *only*, you just need the gummed paper tape, below.)
    2. Gummed Brown Paper Tape (with reinforced filament strings if possible. If you can't find the tape with filament, tape without filament will work. You should probably just put a little more strapping tape on the box.). Post office will not accept anything other than paper tape on the exterior of this package. So make sure you cover all the slick, strapping tape with paper tape.

PREPARING THE PACKAGE:

- Please count everything twice (2x) before you pack it. Once it arrives here, ***our count will be final.***
- Please put loose coins in doubled up ZIPLOC bags.
- Squeeze the air out of the bags and close them without extra air inside.

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- The package should not rattle, jingle, or make any noise when you're done.

BOXING IT UP:

PLEASE INCLUDE A PACKAGING SLIP IN EACH PACKAGE. You will find the packing slip below.

- The United States Postal Service has several Flat Rate Boxes. Any size will cost $11.95 in postage to anywhere in the country. Please use a Flat Rate box only.
- Please make sure the coins are packed tightly inside of the box on all sides. Use foam, bubble wrap, packing peanuts, newspaper, etc. to fill the box. There should be no space in the box for anything to move around. Again, The package should not rattle, jingle, or make any noise when you're done.
- Please write YOUR ADDRESS for the return address on the outside of the box (On the tape if needed. See below).

TAPING THE PACKAGE:

- The US POSTAL SERVICE will not accept any registered mail package with slick or shiny tape on the outside. This may sound ridiculous, but please follow these instructions:
  - When you wrap the box, MAKE SURE the printing on the box that says, "*Flat Rate Box*" is visible. The only way you will get the Flat Rate is if this text is visible.
  - Wrap the majority of the box with the packaging/strapping tape. The box should stay closed even with extreme shaking or tossing. Then, cover the slick packaging/strapping tape with the gummed brown paper tape (with filament). Depending on the gummed tape you get, you may have to get it wet to activate it. Some post offices will give you this for free, but don't count on it.

SHIPPING THE PACKAGE:

- In addition to the $11.95 SHIPPING, you must still **REGISTER** the package and get **POSTAL INSURANCE**. DO NOT SHIP INSURED MAIL!! That will cost you more and is not as safe. You are mailing your package "Registered with postal insurance".
  - Registration/Insurance = $15.00 to $30.00. Shipping total will cost $27 - $45.
    - Please insure the package for the VALUE of the coin(s) you are sending in! The value of the coin(s) is the "Total" on the invoice we sent you.
  - The Clerk may try to tell you that registered service is not available with priority flat rate service, and may instead to try to sell you "insured mail". If the clerk says this, have the clerk visit http://www.usps.com/shipping/prioritymail.htm
  - and follow the links to: - - > Insurance and extra services - - > Registered Mail
  - If the clerk still won't ship it, use a different clerk or visit a different post office. You must ship ONLY by FLAT RATE Registered Mail with Postal Insurance.
  - The green return receipt card should be returned to YOUR address. It is YOUR proof of delivery. If you can't figure out how to fill out it or any other form, just ask the postal clerk.
  - Email the registered package number to shipping@The-MoneyChanger.com. We will send your check as soon as your shipment arrives and has been confirmed correct.

PACKING SLIP

SENDER'S INFORMATION:

NAME: _____

ADDRESS: _____

CITY: _____

EMAIL: _____

PHONE #: _____

TRADE NUMBER: _____

SEND TO:

Name
Address
City, State, Zip

PACKAGE CONTENTS:

Quantity	Description	Net Troy Oz
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PACKING SLIP INSTRUCTIONS:

(How to fill out this packing slip.)

- *You are the sender*. Your information goes under "sender's information".

- Please use the Send To information provided on your shipping instructions.
- Under <u>Quantity</u>,
  - (1) if you are shipping US 90% silver coin, please enter the face value dollar amount in the package, *e.g.*, $500.00 face value 90% silver coin, or,
  - (2) if you are shipping gold, enter number of gold coins, *e.g.,* Ten Krugerrands, *etc.*
  - (3) if you are shipping an assortment, enter the quantity for each item.
- Under <u>Description</u> write what you sold us/what you are shipping.
- Under <u>Net Troy Oz</u>, put the result of multiplying the face value dollar amount in this package by 0.715. (This number appears on your invoice to the right of "Face Value 90% Silver Coin" on your invoice.) E.G. - $270.00 face value x .715 = 193.05 Net Troy Oz. For silver rounds, you simply multiply the number of rounds by 1. For gold coins, multiply the quantity by the coin's gold content.