



# Office Direct Mail-In Shipment

Please fill out this PDF form prior to printing.

Date

*Internal Use Only*

Name:

Lot #:

Address:

City:

State:

Zip:

Telephone:

Fax:

Email:

Comments:

Method of Remittance:

*(Select only One)*

Check

Gold Coin

Silver Coin

Bullion

American Eagle  
Chinese Panda  
Australian Kangaroo  
Canadian Maple Leaf  
American Buffalo

American Eagle  
Canadian Maple Leaf  
Chinese Panda  
Australian Lunar

1oz Gold Bar  
1oz Silver Bar

Signature: \_\_\_\_\_

## Mail-In Checklist:

- Fill out Office Direct Form
- Retain a copy for your records
- Package your shipment
- Include signed original Office Direct Mail-In Form with shipment
- Seal Package
- Label package with ship to address
- Mail your shipment via the US Postal Service or ship via UPS.
  - Package your crown and bridge, gold partials, PFM's in a box, padded or manila envelope.
  - If your metals have sharp edges wrap them in paper or plastic bag to prevent punctures.
  - Grindings, Sweeps, Powders or Flakes should be sealed in a plastic bag. Double bag if needed.
  - Tape the box or envelope securely.
  - Send using either shipping method:

PRINT

*US Postal Mail:*

**Hannover Dental Refiners  
P.O. Box 1122  
Brooklandville, MD 21022-1122  
1-800-233-1340**

- or -

*UPS Shipments:*

**Hannover Dental Refiners  
20 West Cross Street  
Baltimore, MD 21230  
1-800-233-1340**

Call 1-800-233-1340 or email mailin@hannoverdental.com for assistance.