

Dakota Depository Company, LLC

1437 42nd Street S
Fargo, ND 58103
Phone 855.532.5682
Fax 701.335.7847

Packing Slip

Page ____ of ____

Complete and include this packing slip with each package sent to DDC.
Suggested packing instructions are included below.

| Shipper's Information | | |
|-----------------------------|-------------|--------------------|
| Name | | |
| Address | | |
| City | State | Postal Code |
| Telephone 1 | Telephone 2 | Email |
| Package Contents | | |
| | Quantity | Description |
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| Storage Account Information | | |
| DDC Account Name | | DDC Account Number |
| Special Instructions | | |
| | | |

For DDC Use only:

Rec'd By: _____ Date Rec'd: _____ Location: _____

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Packing Instructions

Suggested Packing Instructions

*****Make sure your account with DDC is setup prior to shipping product for storage*****

Packing your merchandise securely in the boxes:

- There should be two boxes for each package being shipped: **one (1) outer box** and **one (1) inner box**.
- Two (2) packing slips are required for every shipment.
- Place the contents of your shipment **into the inner box**. Then pack this *inner box* very securely with newspaper, etc., so that the coins will not shift while in transit. Insert a packing slip in the *inner box*. Then, seal the inner box very securely with packing tape.
- Now that the *inner box* is sealed, place it into the *outer box* and secure it so that it does not shift during shipping. Place the other packing slip between the *inner and outer box*.
- Once the *inner box* is resting securely in the *outer box*, seal **all the seams** of the outer box with packing tape.
- Attach the address label to your box, all packages should be shipped to:

DDC
1437 42nd St S
Fargo, ND 58103

IMPORTANT: No mention should be made on the outside of the box of any word that could suggest the type of contents being shipped, such as Depository, Gold, Silver, Precious Metals, or Coins, etc.

Packages may not exceed 70 pounds.

Inbound packages are not insured by Dakota Depository; if you are interested in purchasing insurance please contact us at 855.532.5682.