

## ***PACKING INSTRUCTIONS***

Thanks for calling Metal Man. We value this opportunity to serve you and will pay you top dollar for your gold and silver. So please follow these packing instructions to help ensure that your Metal Mailer arrives here quickly and safely.

If you have downloaded these instructions and don't want to wait for a Metal Mailer, you can use your own supplies instead. (The tips in parenthesis explain the steps.)

1. Gather all of the gold and silver items that you want to sell.
2. Drop them in a plastic zipper bag.
3. Wrap the bag tightly with a generous amount of plastic kitchen wrap. This prevents metallic sounds, which would be caused by loose pieces. Please **do not** use any kind of tape for this step, as it could prevent us from accessing the items.
4. Place these wrapped items in the white plastic mailer pouch, and seal it carefully. (If you're not using a Metal Mailer, place them in a free Priority Mail envelope instead.) Include your **Seller's Agreement** and **Inventory List**.
5. A self-addressed label is affixed to the white plastic mailer pouch, just in case the pouch was ever separated from the box. This has never happened to us, though. (If you're not using a Metal Mailer, please print out this page, cut off the bottom section, and tape it to your Priority Mail envelope as a label.)
6. Place the white plastic mailer pouch, or your Priority Mail envelope, inside of a **small USPS Priority Mail flat-rate box**. Then seal the box flaps carefully. NOTE: Ask a postal service employee if you aren't sure which box to use.
7. Apply the pre-paid sticky label to the small USPS Priority Mail flat-rate box in the designated area. (If you're not using a Metal Mailer, we will email a PDF label to you. Print out the label, cut around the border, and tape it to the box with clear packing tape. Please **do not** cover the entire barcode on the label with tape, as per USPS guidelines; leave the upper or lower half of the barcode exposed.)
8. Give the sealed, labeled, small Priority Mail flat-rate box to a cashier at your local post office. Ask the postal worker to seal around the perimeter of the box with a strip of official Priority Mail tape. Ask for a receipt too; this is your proof that the package was accepted.

We will notify you within 24 hours of receiving your package. Within one additional business day, we will contact you with our best offer. As soon as you approve the offer, if you approve the offer, we will either initiate an immediate PayPal transfer or issue a company check—your choice.



If the outer Priority Mail box or label has been damaged or lost, please return this package to:

**STEPHEN RATAY**  
**206 SOUTH WILSON STREET #333**  
**ROCK HILL, SC 29731**