

# Dakota Depository Company, LLC

1437 42<sup>nd</sup> 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.  
Packing instructions are 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

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

Items you will need to pack your product:

1. 2 Completed Packing Slips
2. 2 boxes – one that will fit into the other
3. Reinforced packing tape
4. Permanent marker or address label
5. Newspaper, bubble wrap, or packing peanuts

How to pack your product:

1. Box #1 – the smaller box
  - Place the contents of your shipment into the *smaller* box.
  - Pack this box very securely with newspaper, bubble wrap, or packing peanuts so the contents will not shift while in transit.
  - Insert 1 completed packing slip into this box.
  - Seal this box very securely with reinforced packing tape by taping all seams.
2. Box #2 – the larger box
  - Place the smaller box into the *larger* box and secure it with newspaper, bubble wrap, or packing peanuts so it will not shift while in transit.
  - Insert 1 completed packing slip into this box.
  - Seal this box very securely with reinforced packing tape by taping all seams and edges of the box.
3. Packages may NOT exceed 70 pounds. Shipments weighing over 70 pounds must be split. Follow all shipping instructions for each package sent.
4. Attach the address label to your box or carefully write the shipping address with block letters. Ship 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.

**Inbound packages are not insured by Dakota Depository; if you are interested in purchasing insurance please contact us at 855.532.5682 PRIOR to shipping your package.**