

Dakota Depository Company, LLC

1437 42nd Street S
Fargo, ND 58103
Phone 855.532.5682

Packing Slip

Page ____ of ____

Complete and include this packing slip with each package sent to DDC.

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

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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 Kraft paper

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 Kraft paper 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 Kraft paper 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 should not exceed 70 pounds each.
4. Follow all shipping instructions for each package sent.
5. 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.