RCNH Financial

Safe Shipping Guide

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six practical steps

Protect valuable shipments in transit with discreet labels, secure packaging and confirmed delivery.

1 BEFORE YOU SHIP

1 Disguise contents

Add extra weight to disguise contents when it is safe and appropriate for the shipment.

2 Control the shipping area

Organize your shipping area and establish consistent procedures. Video or monitor shipping areas when possible.

3 Keep accurate records

Record values, dates and mailing information for all shipments. Printed labels are better than handwritten labels.

2 PACKING REQUIREMENTS

1 Secure merchandise

Wrap coins and use packing material to restrict movement. Packages that rattle are more attractive to thieves.

2 Label inner box

Apply a packing label to the inner box. Include tracking number, shipper and recipient details.

3 Double package

Place the small box inside a larger shipping box. Do not use shipping envelopes.

DO NOT SHIP COINS IN AN ENVELOPE.

3 6-STEP SHIPPING CHECKLIST

1 Box	2 Label	3 Double box	4 Seal	5 Discreet	6 Signature
Secure merchandise in a box with enough packing material to prevent movement.	Place a backup label and tracking information inside the inner box.	Put the inner box inside a larger shipping box. Box-in-box only.	Seal all seams and flaps with clear or non-descriptive shipping tape.	Never use words such as gold, silver, coins, precious metals or rare coins.	Always require signature confirmation at delivery.

SHIPPING CONTACT: Donald Dee | 800-225-7264 | Don@rcnh.com

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Additional Tips and Precautions

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confirm instructions first

1 BEFORE SENDING

1 Consult RCNH before shipping

Please consult Rare Coins of New Hampshire for additional instructions before shipping.

2 Confirm destination

Confirm the destination and shipping requirements before handing off the package.

3 Track every shipment

Track all shipments. A timely response for a lost shipment can improve the chance of recovery.

4 Do not reveal contents or value

Do not reveal the contents or value, even to the courier. Do not list value on the box unless customs requires it for export.

5 Ship on lower-risk days

For security purposes, ship Monday through Thursday only. Avoid Friday, Saturday, Sunday and holidays.

6 Require a signature

Require signature confirmation to help ensure the package reaches the intended recipient.

Ship package to:

Donald W. Dee
P.O. Box 720
Milford, NH 03055

Label rule

Do not use words such as gold, silver, coins, precious metals or rare coins on the label or air bill. Use RCNH in place of the full company name.

Quick checks

No rattle. No loose movement. Backup label inside. Every seam sealed. Signed handoff.

Contact

rcnhfinancial.com
800-225-7264
Don@rcnh.com

CONFIRM INSTRUCTIONS FIRST