



Guidelines for Shipping Precious Metals and Numismatic Coins using U.S. Postal Service Registered Mail.

For security purposes, please notify Donald W. Dee before mailing all packages. Doing so will enable our shipping and receiving department to anticipate shipping activity for individual accounts.

Please register your package with the U.S. Post office up to a maximum value of \$50,000.00. For all shipments in excess of \$50,000.00, please contact Donald W. Dee or the RCNH shipping department for further instructions.

- ***Place all coins/precious metals in a separate box and then insert that box into a Priority Flat Rate box.***
- ***Ship all coins/precious metals in a box only. Priority Flat Rate boxes can be obtained at the U.S. Post Office.***
- ***DO NOT SHIP COINS IN AN ENVELOPE.***

Please include a packing list that specifies your name, address, phone number, value (if known) and an itemized list of the contents of the package. Please keep a copy of the packing list for your records.

1. Place newspaper, bubble pack or similar packing materials in the **Priority Flat Rate box** to secure and prevent the contents from shifting.
2. Registered Mail packages require that all seams on the box be covered in brown paper tape. Do not cover the words Flat Rate with tape. Brown paper packing tape can be provided by the RCNH shipping department if necessary.
3. Please notify Donald Dee at 1/800-225-7264 when your package has been shipped. A member of the RCNH team will confirm receipt of your package once it has arrived at our office.
4. **Important: Place your name /RCNH and your return address as the sender's information.**
For example: John Smith/RCNH, 1 Main Street, Anywhere, MA 12345
5. Ship packages to the following address:

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