

# U.S. Rare Coin Investments

🐔 To the uninformed, pocket change. To the informed, an investment.

### 8

#### Home

Newsletter

About Us

Coins for Sale

**Selling Your Coins** 

Rare Coin Archives

Coin Collecting

Investing in Coins

Coin Information

**Coin Articles** 

**World Coins** 

Books, Loupes etc.

Link to us

Links

Contact Us

"Never be haughty to the humble; never be humble to the haughty."

Jefferson Davis



# **Shipping Your Coins**

## SHIPPING INSTRUCTIONS:

Please follow these instructions:

1. Items can be sent in an Express Mail BOX, which can be obtained at the post office for free. NOTE: You may use any box you want, but you must use a BOX and send it by Express Mail.



2. You need an Express Mail Box, Express Mail Envelope, Express Mail Label (available free at any Post Office), blank envelope, packing list, your merchandise.



**3.** Create a packing list that includes your name, your mailing address, your day-time and evening telephone numbers, and a detailed inventory of what your are sending. Keep a copy for your records.





4. Put your coin(s) into the blank envelope with the packing list.



**5.** Put the envelope that contains your coins and list into the Express Mail envelope. Seal it.



**6.** Put the Express Mail envelope into the Express Mail Box. Fill the box with packing peanuts or newspaper so the contents do not rattle around. Seal the box.





7. Fill out the Express Mail label as follows:
FROM: Your Name/ Thomas M. Pilitowski & Associates Inc.
Your address information and telephone number

TO: Tom Pilitowski/USRCI P.O. Box 496607 Port Charlotte, FI 33949 1-941-291-2156



**8.** Keep a copy of your Express Mail label. (This is your proof of shipment and insurance in the event of a loss.) Email to Tom Pilitowski at **tompilitowski@yahoo.com** the tracking number of the package(s). It is located on the top left side of the label. It will be a matter of 24-48 hours for your package to arrive depending on the post office you are sending them from.





Shortly after receiving your box, we will have prices for you and will contact you to discuss your options such as outright purchase or placing your item(s) in an auction.

If you do not accept our offer, the items will be shipped back the same way at your cost. If you wish, you can either include an appropriate check to cover the cost of return shipping or we can notify you of cost of return shipping later.

These instructions MUST be followed EXACTLY or any claim will be denied.

**Very Truly Yours** 

Tom Pilitowski

**U.S. Rare Coin Investments** 

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