

For your convenience, this form can be filled out online. When completed, print one copy to mail, and one copy for your records.



## Customer Mail-In Inventory Form

12586 Westheimer Rd., Houston Texas 77077

**Web:** www.houstongoldexchange.com • **Email:** info@houstongoldexchange.com

Dear Valued Jewelry Seller:

Thank you for giving us the opportunity to make offers on your jewelry items. Please fill out this inventory form when sending your items to us. Feel free to contact us with any questions at 888-531-0400. Keep a copy of this form for your records.

**Remember to sign and date this form before sending out.**

**Address where payment should be sent:**

Place your cursor in the fields and type. Hit tab key to move to next field.

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_ Zip \_\_\_\_\_

Day Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Alt Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Email Address \_\_\_\_\_

Item Description	Amount Offer / Paid by Houston Gold Exchange (Please leave blank)
<b>Example:</b> 1.00 Ct. Diamond Solitaire Ring	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
<b>Total:</b>	

**Please read the following and sign:**

I, (Your Name) \_\_\_\_\_, certify that the above described items are my personal property. In the event that the items have been confiscated by the authorities due to lack of ownership disclosure, you the seller will be liable for all collection fees including, attorney fees, court costs, traveling expenses and all other expenses incurred in the collection process.

Your Signature Here: \_\_\_\_\_ Date: \_\_\_\_\_

**When the items are received, we will contact you immediately with a final offer. Upon approval of the offer, a check will be mailed immediately. If necessary, overnight payments are available. If you decide not to accept our offer, the items will be shipped back at once at our expense using registered-insured mail.**