

# Customer Mail-In Inventory Form

**Lovelady Diamond**  
 15466 Los Gatos Blvd. Suite 210  
 Los Gatos, CA 95032  
 Tel (800) 854-0014  
 web: [www.gemgate.com](http://www.gemgate.com)  
 email: [diamonds@gemgate.com](mailto:diamonds@gemgate.com)



## Address where payment should be sent:

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

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

NAME \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

DAY PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

ALT. PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

REFERRED BY \_\_\_\_\_

(ie. Google, Yahoo, Classified Ad, Yellowpages.com, friend, family member etc.)

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 (800) 854-0014. Keep a copy of this form for your records. **Remember to sign and date this form before sending out.**

Item Description	Amount Offered / Paid by Lovelady Diamond (Please leave blank)
<i>Example: 1.00 Ct. Diamond Solitaire Ring</i>	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
<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: \_\_\_\_\_

**Additional Shipping Instructions:** When sealing the supplied box (specially designed for registered-insured mail), simply wet the flaps and apply light pressure. The post office will not except plastic tape since the ink stamps will smear on these surfaces. The prepared box must be taken to the post office for scanning. A small fee (based on weight and value of items in the range of \$10-\$20) will be paid at the post office. *Registered-insured mail is the most secure way to send valuables due to the nature of its internal security. Every checkpoint along its traveled route must be signed for by a postal authority. The recipient (Lovelady Diamond) must also sign for it when received as proof of delivery.*

**When the items are received, we will contact you immediately with a final offer. Upon your 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 item will be shipped back at once at our expense using registered-insured mail.**