

INFORMATION FORM & SHIPPING LABEL

BOX & PACKING: Use a box approximately the size as one used for a computer monitor box (e.g., 24X18X18). You can find boxes at stationary stores, home improvement centers, moving places or shipping centers. *Used* boxes should be structurally sound and all previous labels ripped off or blacked out. Please use either crumpled up paper, bubble wrap or shredded paper. Absolutely NO big chunks of molded Styrofoam, packing peanuts, chemically activated foam or plastic wrapped fiberglass. Place some packing material in the bottom of the box, place the saddle/notes/tracings/photos in a plastic bag, put the saddle in the box and fill around the saddle. *Please do not ship your saddle with a saddle cover, pommel straps or any other attachments to the saddle.* It is strongly recommended that you pack the saddle yourself and *not* have it packed by the shipping company – this will help save you on shipping costs. Please refer to “Shipping Guidelines” on this website for more detailed information on shipping your saddle.

SHIPPING: Please ship your saddle through UPS making sure to insure it for the current REPLACEMENT value. *Please do NOT mail your saddle via the Post Office.* Bridle and strapgoods repair can be mailed. For your convenience, fill in the return address on the shipping label provided below and attach it to the box with clear shipping tape. Please fill in the following information and ship with your saddle or your repair:

NAME: _____

HOME ADDRESS: _____

SHIP ADDRESS: _____

PHONE: home/work/cell _____

Best time to call: _____

EMAIL: _____

SADDLE BRAND: _____ SEAT SIZE: _____ TREE FIT: _____ SERIAL #: _____

BRIDLE/STRAPGOODS: _____

DESCRIPTION OF REPAIRS: _____

Where did you learn about Dutchess Bridle & Saddle? _____

PAYMENT INFO (circle one): **All repairs must be paid for in advance of return.**

A. I have included my MC/VISA/AMEX/DISC #: _____ Exp. ____/____

B. Please call for MC, VISA, AMEX or DISC number.

C. Please call with a total and I will send a check BEFORE the repair is returned.

Cut-----Cut-----Cut-----

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