



3105 E. Central Ave. | Wichita, KS 67214
316.689.8484
www.boxcentralinc.com
Facebook.com/BoxCentral

SHIPMENT GUIDELINES:

- We must have your **PAID** invoice from the Auction emailed to us at boxcentraleast@gmail.com to retrieve any items from the Auction Site. **No exceptions!**
- We must have a valid Credit Card on file (fill out form below) to pick up any items from the Auction Site.
- We CANNOT ship alcohol, alcohol containers, hazardous material, aerosols, or firearms OF ANY KIND!
- **IF YOU WOULD LIKE TO RECEIVE AN ESTIMATE PRIOR TO SHIPPING,** we will need dimensions (LxWxH) of your entire package, weight of entire package, and zip code it will be shipped to. This information is NOT listed on your invoice – you will need to obtain it from the Auction Site.
- We have a \$40 pickup per trip to the Auction Site. This will be charged when the item is shipped out.
- We do not have space in our building to hold items. Please be ready to have items shipped when you send order form. After 5 days, there will be a \$10/day storage fee. After 30 days unpaid, the item(s) will be disposed of.

I would like to receive an estimate before you pack or ship my items: ☐ Yes ☐ No

I have sent my PAID invoice and you have my permission to pick up my items from the auction site. Furthermore, you have authorization to charge my CC for the service rendered:

Signature

Date

Shipment Order Form:

Date: _____ **Customer Name:** _____ **Bid #:** _____

Customer Email: _____

Ship To: Name: _____

Business Name: _____

Address 1: _____

Address 2: _____

City/ST/Zip: _____

Please ship my items VIA: ☐ USPS Parcel Post (cheapest option; 4-7 delivery days)
 ☐ USPS Priority Mail (2-3 delivery days)
 ☐ UPS Ground (guaranteed delivery 1-4 days depending on destination zip)

Insurance: I would like to insure my package ☐ Yes ☐ No

My entire package is worth \$\$ _____ (Carriers only allow you to insure for the paid amount of all items in the package)
(Insurance costs appx \$2.25 per \$100 of insurance)

Payment:

CC #: _____

Exp Date: _____

Security Code: _____ Billing Zip: _____

Contact you before we finalize shipment? ☐ Yes ☐ No