



# KingbridgeByMail™ Form

## Customer Information

Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Have you used our service?  Yes  No

## Garment Information

Item(s) Description: \_\_\_\_\_

Service Requested:: \_\_\_\_\_

\_\_\_\_\_

(Please use the reverse side of this form if you need more space.)

Estimated Value of Item(s) Submitted: \$ \_\_\_\_\_

## Payment

Do we have a credit card on file for you?  Yes  No

If YES, what are the last four digits? \_\_\_\_ \_ \_ \_

If NO, please provide a credit card for payment

Visa  MC  Amex Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

## Shipping Instructions

Ship to the customer name and address above

Please ship to (no P.O.Boxes)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Delivery:

Your signature below authorizes Kingbridge to deliver and leave your item(s) without obtaining a signature. You agree to indemnify and hold us harmless from any resulting claim:

Signature Required: \_\_\_\_\_

**HANDLING CHARGE:** There is a \$10 minimum handling charge for all orders. Fees are based on services required and size of your order. For more information, please contact us.

Additional Shipping Insurance:  Yes  No \$ \_\_\_\_\_

**Please note:** UPS insures all shipments for \$100. If you require additional insurance, UPS charges \$.35 for every \$100 in value. If using another carrier, please consult with them for current insurance shipping rates. Rates subject to change by carrier.

Please sign and ship your properly packaged item(s) along with this form to the address below. You may cut out the area below and use it as a shipping label. Kingbridge assumes no responsibility for damage or loss during shipping.

-----

| KingbridgeByMail™

| Kingbridge Cleaners & Tailors

| 63 Flushing Ave

| Building 275, Suite 101

| Brooklyn, NY 11205

|

|

|