

INCOMING MATERIALS FORM

IMPORTANT

Fields marked * are **required**. Missing information may delay your project.

SECTION 1: RETAILER INFORMATION*

Provide the customer information needed to identify and process this job.

RETAILER NAME _____ CUSTOMER PO _____
 PHONE _____ EMAIL _____

SECTION 2: CUSTOMER-SUPPLIED MATERIALS*

Indicate all stones, jewelry, or scrap gold being sent with this project and how they should be handled.

- | | |
|--|--|
| ☐ Loose Stones | ☐ Scrap Metal – No Stones |
| ☐ Mounted Stones | ☐ Scrap Metal – Stones Present |
| ☐ Reuse metal & credit toward final project cost
☐ Return metal to customer | ☐ Reuse stones in new piece
☐ Return stones to customer |

SECTION 3: CUSTOM DESIGN SPECIFICATIONS*

Select the metal, color, finish, and detailing required for the finished piece.

JEWELRY TYPE

- ☐ Band Size* _____
 ☐ Bangle Size* _____
 ☐ Earring
☐ Necklace Length* _____
 ☐ Pendant
 ☐ Ring Size* _____
☐ Other _____

METAL

- | | |
|--|--------------------------------------|
| ☐ 10K
 ☐ Palladium Alloy | ☐ Platinum |
| ☐ 14K
 ☐ Palladium Alloy | ☐ Palladium |
| ☐ 18K
 ☐ Palladium Alloy | ☐ Silver |
| | ☐ Electrum |
| | ☐ Other _____ |

COLOR

- | | |
|--------------------------------------|--------------------------------|
| ☐ White | ☐ Green |
| ☐ Yellow | ☐ Rose |
| ☐ Other _____ | |

FINISH

- | | |
|--------------------------------------|---------------------------------------|
| ☐ High Polish | ☐ Hammered |
| ☐ Satin | ☐ Florentine |
| ☐ Brushed | ☐ Sand Blasted |
| ☐ Other _____ | |

CUSTOM DETAILING

- ☐ Engraving
 ☐ Milgrain
☐ Enamel Color _____
☐ Other _____

SECTION 4: DESIGN & SPECIAL INSTRUCTIONS*

Please provide all important design details, including center stone size/shape, stone placement, millimeter dimensions, shank width, head/setting style, and any special design requirements.

