

Harmon Catalog Inventory Memo

In order to satisfy our insurance requirements while product is on our premises and to efficiently produce your page in the Harmon Catalog we require the following information to be provided in its entirety with each shipment of product we receive for photography.

Company: _____

Date Shipped: _____ Invoice/Tracking Form # _____

Contact Person: _____ Phone # _____

Please attach this sheet to your product memo. (If you are providing your own detailed product memo, all the information in the chart below MUST appear on your memo.)

Style #	Item Description	Metal Type	Stone Type	Total Wt.	Wholesale Price	Retail Price	Markup Used

Product Return Information (Please complete each one)

Return Ship Method:

UPS FedEx Registered Mail Express Mail

Account # _____

Declare Value on airbill for insurance?

Yes No Amount \$ _____

Use return shipping label enclosed

OR Return Product to:

Company: _____

Address: _____

Attn: _____

FOR INTERNAL USE (Harmon Group)

Checked In: _____

Disassembled: _____

Returned: _____

of pieces returned: _____

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