

# 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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