

INSTRUCTIONS FOR SHIPPING YOUR FIREARM TO US **DO NOT MAIL FIREARMS TO OUR P.O. BOX!**

It is legal for you to ship your firearm to us for work and for us to return it directly to you without going through a dealer. You must provide us with a street address for the return UPS shipment, and you must be the signer when UPS returns the firearm. We are required by BATF to have the firearm owner's signature by UPS for legal return.

Do not attempt to use the postal service to ship a firearm. Use **UPS or FedEx service only** as they are the only services with access to our secured shipping area. Insure your contents for full retail value. We are not responsible for incoming shipping damage and will contact you if we have determined that your shipment has been damaged in transit to us.

Requirements for shipping your firearm to us:

- Prior to shipping, remove all stocks, scopes, mounts and accessories from your firearm unless they are necessary for the work to be done. This will further reduce your risk and save you additional labor charges.
- For M15 Trigger Installations ship lower assembly only. Stripped lowers should be shipped with selector level.
- For Glock Trigger Enhancement, ship the **complete** pistol, not just the frame.
- For bolt gun work, remove barrel action, optics and accessories. Remove stock, optics and accessories from barreled action.
- If you use original factory boxes, we recommend inserting them into another plain box so as not to have any indication that a firearm is enclosed.
- Make sure that the firearm is well packed to prevent movement and damage in shipment. There should be a buffer of at least one inch of packing material between your firearm and the wall of the box. If you are shipping a rifle, wrap some extra cardboard around the action to prevent the trigger from punching through the side of the box and getting damaged.
- If you do not have shipping boxes and/or packing materials to ship us your firearm, supplies are readily available at shipping outlets like the UPS Store or from office supply outlets like Office Max and Staples.
- When selecting a box to ship your firearm, make sure to choose a box that will accommodate the firearm **after the work is performed**. Adding a stock, muzzle break, etc. increases the dimensions of your firearm, so the box and packing material you use should allow for that change in dimension. Additionally, when securing your firearm with packing material, strive for simplicity. If your packing process is long and complicated, it will be twice the burden for us when we have to unpack and then repack your firearms for return. An inexpensive plastic hard case (\$15 – \$20 at big box or department stores) makes for a good shipping box if you secure the clasps with duct tape.

We will return your firearm by UPS unless you specify otherwise. UPS shipping/insurance will usually run \$20.00 to \$35.00.

The following work order must be included with your firearm. If you have discussed your project with us on the phone prior to shipping your firearm to us, include that information also on the Work Order. Due to the daily volume of customer calls, we must insist that you include this Work Order with your firearm along with all pertinent information. Upon receipt of your firearm, we will mail or email you an acknowledgement. UPS and Federal Express both offer online package tracking services allowing you to verify the delivery of your firearm to our custom shop.

If you have any questions, please contact us at (651) 426-9196 or email at service@jprifles.com.

JP Enterprises, Inc.

Performance Tactical Gear

www.JPRifles.com

651-426-9196

WORK ORDER

(Include with your firearm)

Work Order Number _____
(if provided by JP)

Name _____

Street Address _____

City/State/ZIP _____

Phone Number (daytime) _____

Email Address _____

Item(s) to be shipped to JP (Include detailed listing of items including serial numbers)

Description of work to be performed

Method of payment (Mail, fax or call us)

____ Credit Card:

Visa MasterCard Discover (We do not accept American Express)

Name of Credit Card Holder _____

Address of Credit Card Holder _____

Number _____ Expiration ____/____ Security Code _____

Signature of Credit Card Holder _____

____ Check/Money Order

Shipping Address:*

JP Enterprises, Inc.

15125 Francesca Avenue North

Hugo, MN 55038-9389

*Ship to address only, no retail or showroom at this location