



## Sharpening Mail-In Form & Instructions

### **Instructions:**

1. Please complete this form accurately. When measuring the Blade Cutting length, start at the bottom Heel of the cutting edge to the tip of the knife, rounding the total up to the nearest inch if not a whole number.
2. Please take into account any repairs you would like done and fill them out on the form. Please call **908-635-2748** or email me [contact@zsharpending.com](mailto:contact@zsharpending.com) if you have any questions or concerns.
3. Package your Dull Knives properly according to the instructions on the Mail-In page:  
<http://www.zsharpending.com/mail-in-knife-sharpening-service.html>
4. **Please only use UPS or FEDEX** and have them include a return Shipping Label Complete with Insurance, Tracking and Delivery Confirmation, both ways.
5. **Do Not use USPS.** USPS does not have the ability to provide a Return Label, Insurance or Confirmation. They provide you stamps to put in the box. I do not accept USPS.
6. **A \$5.00 Handling fee must be included with any Mail In Order.** This is SEPARATE from your Pre-Paid Shipping.
7. Please address the package to:  
**ZB Sharpening**  
**24 Deanna Dr. #5**  
**Hillsborough, NJ 08844**
  - Please make sure your package is free of other addresses besides your return address.
  - Please Use a marker and black out any bar codes on old packages.
8. Please correctly total all elements of form and make check payable to **ZB Sharpening**.  
**(We now only accept checks)**

Date: \_\_\_\_\_

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

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

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

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

## Order Form & Sharpening Rates

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<u>Item</u>	<u>Quantity</u>	<u>Price</u>	<u>Total</u>
Knife Sharpening Standard "V" Edge	_____ inches	\$1.50 per Blade Inch	\$ _____
Tip Repair (if Possible)	_____	\$6.00	\$ _____
Bolster Repair (If Possible)	_____	\$6.00	\$ _____
Vegetable & Meat Cleavers	_____ inches	\$2.00 per Blade inch	\$ _____
Serrated Knives	_____ inches	\$1.50 per Blade inch	\$ _____
Folding Knives	_____	\$8.00 & Up. Call for Quote	\$ _____
Fixed Blade Hunting/Camping	_____	\$8.00 & Up. Call for Quote	\$ _____
Pocket Knives – 1st Blade	_____	\$5.00	\$ _____
Pocket Knives - Each Additional Blade	_____	\$3.00	\$ _____
Machetes	_____ inches	\$2.00 per inch	\$ _____
Axes, Hatches	_____	\$12.00 & Up. Call for Quote	\$ _____
Convex Salon Scissors & Shears	_____	\$35.00	\$ _____
Beveled Sheers	_____	\$15.00	\$ _____
Fabric Shears	_____	\$15.00	\$ _____
Pinking Shears	_____	\$15.00	\$ _____
Household Scissors/Kitchen Shears	_____	\$8.00	\$ _____
Misc.	_____	Please call for Quote	\$ _____
Blade Thinning	_____	\$3.00 per inch	\$ _____
Shop Time for Specialty Work	_____	\$65.00 per hour	\$ _____
Mail Order Handling Fee	_____	\$5.00 per Order	<b>\$ 5.00</b>
			\$ _____
<b>NJ Residents Include \$7% Sales Tax</b>			\$ _____
<b>Total</b>			<b>\$ _____</b>

## Below is a small explanation for packaging Knives for shipment

Please make sure your Knives & Scissors are clean!

For Scissors, if you have the original box or sleeve, please use that for packing. Otherwise, wrap them similar to Knives.

I advice Bubble Wrap, Rosin Paper or Butcher Paper as packing. Brown Shopping Bags also work well. Newspaper if it is your only option.

With a large sheet, or sheets that may hold all or most of your knives diagonally with overlap, I suggest lying your 1st knife down, and with some tape, tape it to the Wrap. No need to go overboard, one piece will do. It keeps the knife from shifting.

Now roll the knife over once or twice and lay the next one above it. Tape and repeat. Adjust the shape or width of the "Roll" according to your box shape.

It sometimes helps to lay them opposite, handle to the right, next handle to the left.

Use your judgment depending on the type of box ... I prefer long rectangular boxes in the 4x4 to 6x6 or 8x8 range, length depending on your Knives. Use what you can but be sure it is sturdy and the Knife Tips cannot protrude.

Please Use a Black Marker to cover any previous Addresses and labels.

Tape the roll or square of Knives securely, overlap the ends and tape securely as well

Place wrapped Knives in box along with the Completed Order Form, Prepaid Shipping Label and payment by CHECK made out to ZB Sharpening.

Bundle up Bubble Wrap, Rosin or whatever you're using and pad the ends of the box tightly. (A piece of foam block works great if you have it) Add additional packing materials until the knives are secure and won't move.

Attach Shipping label to box with return address. If written by hand, I recommend covering it in packaging tape in the event of rain

## 2 Way Shipping Policy and Payment ... DO NOT SHIP USPS!

The amounts of knives vary from client to client and I have found the fairest method is for you to include a Pre-Paid Return Shipping Label with your **SECURELY** Packaged Knives, Completed Order Form and Payment by **CHECK**.

When you pay for shipping, simply Pre-Pay for a Return Shipping Label addressed to your home.

Some Carriers attach it to the outside and cover it with a plastic sticker/pocket, others simply cut the box, slip it in, and retape.

**Only Ship UPS or FEDEX. \*\*\*\*Please Do Not Use USPS and include Stamps.\*\*\***

This way, you only pay for the actual shipping price rather than a built in shipping charge on the order form that may not suit the amount of Knives you are shipping, for example: a Single Folding Knife.

**ZB Sharpening will not be held responsible for Knives that are Lost, Damaged, not Adequately Insured or Without Tracking and Delivery Confirmation.**

**PLEASE USE ADEQUATE PACKAGING as well as Insurance, Tracking and Delivery Confirmation both to me and back to yourself!**

**ZB Sharpening will not be held responsible for Knives that are Lost, Damaged, not Properly Insured or Without Delivery Confirmation.**

Place this Order Form, a Prepaid Return Shipping Label and a signed **CHECK** for the total **(NJ add 7% Sales Tax)** in a Box, Properly Sealed and Taped. Please cover any Old Labels, Addresses and Especially Bar Codes with a Black Marker! It is important to make any old bar codes disappear.

If you have any questions, please call or email.

Please make **Check** Payable to: **ZB Sharpening**

Ship the sealed box to:

**ZB Sharpening**  
**24 Deanna Dr. #5**  
**Hillsborough, NJ 08844**

Thank You and Play Safe!  
And please enjoy your Sharp Knives upon return!

Sincerely,

Ziggy Blicharz  
ZB Sharpening  
908-635-2748  
E-mail: [contact@zbsharpening.com](mailto:contact@zbsharpening.com)  
Website: [www.zbsharpening.com](http://www.zbsharpening.com)

**Comments and Special Instructions:**