

# KnoxvilleKnifeSharpening.com

## Drop Off / Pick Up Instructions

### Farragut Location - Goin Postal

#### Step 1

Gather the knives you have outlined in your order. Wrap them individually in newspaper or bubble wrap. It's best to wrap them diagonally, fold the ends over, then tape them. Pack the wrapped knives in the box of your choice using packing material so that your knives fit snug in the box and do not move around.

#### Step 2

Before you close up the box make sure to include a copy of the Order Confirmation and Payment (if you chose to pay by check). Close and tape up the box.

#### Step 3

After legibly writing your order number on the label below affix the label to the top of the box and drop it off at the location designated on the label. This location is a pack and ship company called Going Postal. If you happen to need any of the services they offer give them a try, they do a great job!

#### Step 4

Each morning we pick up and drop off completed projects from the previous day. You will be notified by email that your box has been picked up and is on the list for sharpening.

#### Step 5

Within 48 hours of order acceptance we'll email you and let you know that your knives are ready for pick up. The package will be in the same box as provided when you dropped off except the label will change to show the packaged is a pick up. You will be required to take the email that we send as proof that the package is yours.

If any issues arise that would prohibit us from our normal turn around time of 48 hours you'll be notified by email.

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If at any time you have questions call us at 865-332-4071 or email [kim@knoxvilleknifesharpening.com](mailto:kim@knoxvilleknifesharpening.com)

# KKS DROP OFF FARRAGUT

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ORDER # \_\_\_\_\_