

## ***Company policy for buying Ferrous or Non Ferrous Metal***

The following information must be obtained before any transaction is made:

1. A bill of sale or other written evidence of title to the valuable metal with seller's name and signature.
2. A copy of a current driver license with photo ID; government issued photo ID
3. The date, time and place of the purchase.
4. If metal is delivered by a vehicle you must have license number, make, model and color of vehicle.
5. A description in detail, weight and price paid for valuable metal.
6. Every purchase must be consecutively numbered.
7. If a business, the business shall satisfy one of the following
  - a. Business is registered with the secretary of state and has FID number
  - b. Has a vender's license (must receive a copy)
8. No transaction shall be made with anyone who refuses to show the person's personal identification or business information
- 9 We must have a signature before any cash or check is given.
10. If a thumbprint is required by your state, then it must be on file also.