

BUCKLEY SPACE FORCE BASE  
ENGRAVING SHOP CHANGE OF POLICY NOTICE

ATTN. ALL ENGRAVING SHOP CUSTOMERS,

EFFECTIVE 5 FEBRUARY 2024, ALL ITEMS THAT MUST BE PURCHASED FROM OUR SUPPLIER, JDS INDUSTRIES, MUST BE PAID FOR AT THE TIME OF ORDER SUBMISSION. FAILURE TO NOT PAY AT TIME OF ORDER SUBMISSION WILL RESULT IN ORDERS NOT BEING ADDED TO THE SHOP QUEUE. ALL UNPAID ORDERS WILL NOT BE WORKED ON OR ORDERED FROM OUR SUPPLIER UNTIL TIME OF PAYMENT. THIS POLICY EXCLUDES GPC PURCHASES.

EFFECTIVE 5 FEBRUARY 2024, ALL CUSTOMERS WHO HAVE BEEN NOTIFIED OF AN ORDER'S COMPLETION ARE REQUIRED TO PICK UP THEIR ORDER WITHIN 5 BUSINESS DAYS UP TO A TOTAL OF 10 CALENDAR DAYS. FAILURE TO PICK UP WITHIN THIS TIME FRAME WILL INCUR A STORAGE FEE THAT WILL BE PAID BY CUSTOMERS AT TIME OF PICK UP.

THANK YOU FOR YOUR CONTINUED PATRONAGE WITH THE BUCKLEY ENGRAVING SHOP,

//Signed//

ROMAN TEIGE, NF2, DAFC  
ENGRAVING PROGRAM MANAGER