

# Tiffany & Co.

## Service Request Form

1. Please complete the form in its entirety. Make a copy for your records.
2. Place Repair Request Form and merchandise in a secure mailing box or bubble envelope, making sure the merchandise is securely protected.
3. Ship via U.S. Postal Service or any transit service, being sure to insure the merchandise to your satisfaction.

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Date \_\_\_\_\_

Mr.                   Ms.                   Mrs.

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

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

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

Day Time Phone: \_\_\_\_\_ Extension: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

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

Was this merchandise previously serviced by Tiffany & Co.? If yes, when? \_\_\_\_\_

Please provide approximate date of purchase, if available. \_\_\_\_\_

**\*Please do not include original or photocopied merchandise receipts in your repair shipment.**

Please describe your merchandise as completely as possible, including any damage and/or personalized engraving.

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Please describe your servicing request. (Please be as specific as possible so we can ensure the technician does exactly what you wish).

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Upon receipt, Tiffany & Co. will notify you that we have received your merchandise. May we send the correspondence to your

Email address above? Yes  No

Additional instructions or comments to our staff:

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Cut Below and Use as a Mailing Label

TCO  
Customer Service Department  
75-20 Astoria Boulevard, 3rd Floor  
East Elmhurst, NY 11370