

# 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. Mail or any transit service, being sure to insure the merchandise to your satisfaction.

Date \_\_\_\_\_

Mr.  Ms.  Mrs.  Name: \_\_\_\_\_

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

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 the name of the original purchaser, if not yourself. \_\_\_\_\_

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

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

\_\_\_\_\_

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

\_\_\_\_\_

Upon receipt, Tiffany & Co. will notify you that we have received your merchandise. We have found that most of our customers prefer to be notified via Email as it is the most expeditious manner of notification. May we send the correspondence to your Email address above? Yes  No

Additional instructions or comments to our staff:

\_\_\_\_\_

Cut Below and Use as a Mailing Label

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