

  
**JACKSON HOLE**  
JEWELRY CO.

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**SERVICE REQUEST FORM**

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1. Please complete the form in its entirety. Please make a copy for your records.
2. **Place Service Request Form and merchandise in a secure mailing box or bubble envelope, making sure the merchandise is securely protected.**
3. A JHJC representative will contact you for payment when your item is ready to be sent back to you. Client is responsible for covering the shipping costs for items returning to JHJC and return shipping from JHJC.
4. Ship via FedEx or UPS only, being sure to insure the merchandise to your satisfaction. We are not responsible for items lost or damaged in the shipping process.

Mr.                       Ms.                       Mrs.                       Date: \_\_\_\_\_

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

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

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

Day Phone: \_\_\_\_\_                      Extension: \_\_\_\_\_                      Eve Phone: \_\_\_\_\_

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

Was this merchandise previously serviced by Jackson Hole Jewelry Co.? If yes, when? \_\_\_\_\_

Original invoice number: \_\_\_\_\_                      Approximate date of purchase: \_\_\_\_\_

**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.

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Upon receipt, Jackson Hole Jewelry Co. will notify you that we have received your merchandise and advise you of the next step. May we send the correspondence to your Email address above?    Yes                       No

Additional instructions or comments to our staff: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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*Please insure your item for the total amount of it's value.*

*Do not put the word "Jewelry" anywhere on the outside of the box.*

*Please include your name and information both in the box as well as on the label.*

*Jackson Hole does not have general mail delivery. If you send us a package via USPS we will not receive it and it will eventually be returned to you through the post office.*