

# CHARLIEMADISON

*· originals ·*

## JEWELRY REPAIR REQUEST FORM

**INSTRUCTIONS :** Complete this form and include a copy inside the package with your return.  
Don't forget to keep a copy for your records. We will contact you with any questions.

NAME: .....

SHIPPING ADDRESS: .....

E-MAIL: .....

PHONE #: .....

ORDER #: .....

ITEM(S) BEING  
RETURNED FOR  
REPAIR: .....

FOR REPAIRS AFTER 30 DAYS FROM PURCHASE, PLEASE  
NOTE THE DATE YOU PAID THE \$5 BRACELET REPAIR FEE(S): .....

.....  
CUSTOMER SIGNATURE

.....  
DATE

**Please ship your return to:** Charliemadison Originals  
Attn: Wendy Hively  
3904 Addison Woods Rd.  
Frederick, MD 21704

FOR INTERNAL USE  
Date received:

**REPAIR POLICIES :** We create each piece with the utmost love and care. Though, if your jewelry happens to break within 30 days of purchase, we'll restring it at no cost to you. If more than 30 days have passed since your purchase, there is a \$5 charge to repair each piece. Simply pay the Bracelet Repair fee in our shop prior to shipping your return. Should your repair require the replacement of stones or metal components that are no longer available, we will let you know and do our best to find a similar substitute. Shipping costs to our studio for **all** repairs are the responsibility of the customer. The current turnaround time for repairs is 1-2 weeks from the time we receive your piece.