



## SERVICE REQUEST FORM

1. Please complete the form in its entirety. 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. Please include a check/money order for return shipping, or a PBS representative will contact you for payment.
4. Ship via U.S. Postal Service or any transit service, being sure to insure the merchandise to your satisfaction.

Date: \_\_\_\_\_

Mr.                       Ms.                       Mrs.

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

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

\_\_\_\_\_

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

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

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

Was this merchandise previously serviced by Pearls by Shari? If yes, when? \_\_\_\_\_

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, Pearls by Shari will notify you that we have received your merchandise and advise of an estimated repair cost. 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

<p><b>PBS</b>  <b>90 E. Broadway, Box 1792</b>  <b>Jackson, WY 83001</b></p>
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