

Alex Monroe Repair Form



Contact Details

Name	Address
Date	
Email	
Tel No	Postcode

Item Details

Description	
Colour	Ring Size / Chain Length
Work needed	
Description	
Colour	Ring Size / Chain Length
Work needed	

Returning your Item/s

Please ensure you complete this form and enclose it with your item/s. Please package your jewellery safely either in its original box or sturdy packaging and return to the address stated opposite using a tracked & insured service.

Don't forget to keep a record of your tracking number. Once your item has been received and processed, our repairs department will be in contact to discuss any repair work required and any cost involved.

For **International returns**, please take care to correctly mark the goods as a '**Returned Item**'.

Postal address
 Alex Monroe – Repairs
 42 Tower Bridge Road
 London UK, SE1 4TR

For in person drop-off
 Please visit one of our London Boutiques, situated in London Bridge and Covent Garden.

Full return information can be found at:
www.alexmonroe.com/repairs-and-reconditioning

Contact Info
 +44 (0) 207 378 6061
 customercare@alexmonroe.com

For Internal Use only

Customer Name :		Customer Box? <input type="checkbox"/>	Total Items
SKU :	SKU :	SKU :	Ref: GS _____
New _____ Jump Ring _____ _____ chain _____	New _____ Jump Ring _____ _____ chain _____	New _____ Jump Ring _____ _____ chain _____	Due: _____
Replating _____	Replating _____	Replating _____	Received: _____
Broken Casting _____	Broken Casting _____	Broken Casting _____	Workshop: _____
Earring 1/2 pair _____	Earring 1/2 pair _____	Earring 1/2 pair _____	Completed: _____
New stones _____	New stones _____	New stones _____	Post <input type="checkbox"/>
Resize: From _____ to _____	Resize: From _____ to _____	Resize: From _____ to _____	Collect Floral <input type="checkbox"/>
Clean _____	Clean _____	Clean _____	Collect Snows <input type="checkbox"/>
Reshape _____	Reshape _____	Reshape _____	
Replace Casting _____	Replace Casting _____	Replace Casting _____	
Chain Stretch Amount _____	Chain Stretch Amount _____	Chain Stretch Amount _____	
Notes :			