

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 Australia Post 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 _____

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 clients 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

If we can be of any further assistance, please do not hesitate to contact our client services representative at 1 800 731 131

Additional instructions or comments to our staff: _____

Cut Below and use as Mailing Label

TCO
CLIENT SERVICE DEPARTMENT
Level 1, 267 Collins Street
Melbourne VIC 3000

SERVICE REQUEST