

# TIFFANY & Co.

## To start your Service Request:



1. Send in your Tiffany item with the completed form.



2. Review and approve the email estimate from our Tiffany workshop.



3. Receive your item shiny and ready to wear.

## What else do I need to know?

- **Our craftspeople use only genuine Tiffany parts and materials ensuring that the quality of serviced merchandise remains unsurpassed.**

*Your item will be reviewed by our servicing support team. In our workshops, your piece is repaired or adjusted and hand polished. A quality inspector reviews the work ensuring our rigorous standards are met.*

- **Estimates for most jewelry requests are emailed within 10 days of your merchandise being received.**

*Most services are completed within 3-4 weeks once the estimate is approved.*

- **We offer repair, sizing, polishing and other services for most Tiffany products.**

|                         |                                       |       |
|-------------------------|---------------------------------------|-------|
| <b>Prices start at:</b> | Silver Jewelry Repair.....            | \$75  |
|                         | Gold and Platinum Jewelry Repair..... | \$160 |
|                         | Personalization.....                  | \$60  |
|                         | Watch Servicing.....                  | \$190 |
|                         | Return Shipping Charge.....           | \$20  |

- **Make sure your piece is protected when you send it in.**

*A secure mailing box or a bubble envelope work well for most merchandise.*

- **If your item is antique, bulky or fragile, we strongly encourage you to contact us before sending.**

- **Please do not send any original packaging that may be sentimental.**

*We will ensure your merchandise is returned securely protected.*

- **Insure your item and ship via US Mail, FedEx or UPS.**

*We will notify you via email once we have received your item.*

- **We are only able to ship completed orders to addresses in the US.**

*Completed service orders can also be collected in stores. If you live outside of the US, please contact us for options.*

## Contact us for any further questions



Email: [servicingsupport@tiffany.com](mailto:servicingsupport@tiffany.com)



Phone: 1-800-464-5000

Chat using the icon on the right side of the contact us page on [tiffany.com](https://www.tiffany.com)

Date \_\_\_\_\_

|            |           |
|------------|-----------|
| First Name | Last Name |
| Address    | City      |
| State      | Zip Code  |
| Email      | Phone     |


Has this item been previously serviced by Tiffany & Co.?

Yes  No  If Yes, When? \_\_\_\_\_

Please describe your item as completely as possible, including any damage and/or personalization.

Please describe your servicing request. Please be as specific as possible so our craftspeople do exactly what you wish.

Additional instructions or comments:

----- Cut below to use as mailing label  -----

**TCO**  
**75-20 Astoria Boulevard, 3<sup>rd</sup> Floor**  
**East Elmhurst, NY, 11370**