

Alex Monroe Repair Form



Contact Details

Name	Address
Date	
Email	
Tel No	Postcode

Item Details

Description	
Date of Purchase	
Colour	Ring Size / Chain Length
Issue with the Jewellery	
Description	
Colour	Ring Size / Chain Length
Issue with the Jewellery	
Date of Purchase	

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