

# Alex Monroe

## Repair & Reconditioning Form

Customer Name

Date

Return Address

  
  

Postcode

Telephone Number

Email Address

Description of  
Jewellery

  

Colour

Ring Size

Other  
Chain Length, etc.

Repair Request

  

Additional  
Comments

  

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### Repair return instructions

Please ensure you complete this form and enclose it with your item/s.

Return your item/s to: **Alex Monroe, Repairs Department, 42 Tower Bridge Road, London, SE1 4TR, UK.**

We strongly advise you return your item via special delivery, securely packaged in any original packing or box to ensure there is no further damage in transit. 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. Failure to enclose this form may result in a delay processing your repair. Repairs can take 4 - 6 weeks for completion.