

Sending your jewellery to us is very simple! Please use the checklist below to help you through the process of sending your jewellery to us. If you have any queries, please do not hesitate to contact us on 020 7405 1536.

### CHECK LIST

1. Your Jewellery for repair.
2. Complete the JEWELLERY PACKING SLIP form *below*.
3. Put the items in the envelope –
  - *Please wrap your Jewellery/Rings securely in bubble wrap or a suitable alternative.*
  - *Enclose the Packing slip.*
4. Visit the Post Office and hand over your envelope. We recommend that you use the Royal Mail Special Delivery. Your items are automatically insured for £500. This can be increased to £2,500 by request at the post office counter.
5. Retain the label for your own tracking and insurance purposes.
6. You will be contacted by us, once your jewellery has arrived.

## JEWELLERY PACKING SLIP

BLOCK CAPITALS please, Thank You.

First Name
Last Name
Email Address
Address
Town/City
County
Postcode
Country
Telephone No

Brief Description of Item(s) enclosed and the repair required.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### **Jewellery Repairs London**

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