



Repair Request Form

STEP 1: CUSTOMER INFORMATION

Order Invoice #

Purchase Date

Name on Order

Email

Phone

Tell us how you purchased your item:

Choose method:

Phone

Website

STEP 2: REPAIR REQUEST

Which of our services are you interested in?

Services:

Cleaning

Antiqueing

Repair

Tell us about the piece and what you are wanting done:

Description

STEP 3: RETURN SHIPPING INFORMATION

Name

City

Address Line 1

State

Address Line 2

Zipcode

STEP 4: PAYMENT

Customer is responsible for shipping charges as well as repair fees beyond 6 month warranty. Your card will be charged upon completion of service, when item is ready to ship. **If repair is over \$75.00 we will call to approve charge.**

Credit Card #

Expiration Date

CCV2

BILLING ADDRESS THAT IS ASSOCIATED WITH CREDIT CARD IF DIFFERENT FROM SHIPPING:

Billing Address

Pay By Phone

STEP 5: PRINT THIS FORM OFF - ENCLOSE IT WITH RING - SHIP US YOUR PACKAGE

ENCLOSE THIS FORM ALONG WITH YOUR ITEM FOR REPAIR IN ORIGINAL PACKAGING. SHIPPING INSURANCE AND TRACKING IS AT THE DISCRETION OF THE CUSTOMER, BUT FJ IS NOT LIABLE FOR LOST/STOLEN PACKAGES THAT WE DID NOT SHIP.

We will contact customer with any questions via the email and phone # given above.

When using the post office:

Fanning Jewelry
PO BOX 280
Ramona, OK 74061

When using UPS or FED EX

Fanning Jewelry
30510 N 4020 Road
Ramona, OK 74061