



Mail-In Repair Form

❖ **THANK YOU FOR YOUR BUSINESS!**

- ❖ For items with a total value **under** \$1,400, we recommend shipping USPS Priority with insurance.
- ❖ For items with a total value **over** \$1,400, we recommend shipping USPS Registered Mail with insurance.
- ❖ To best protect your jewelry, ship it in a small well-padded box, inside the shipping box.
- ❖ Always remember to include your return address on both the inner and outer packaging.
- ❖ Do not indicate anywhere on your package that it contains jewelry.
- ❖ Ship to "Lane Mitchell J". (do **not** use the word Jewelers on the package)
- ❖ Once we receive your package and review it, we will call you with an estimate, job number, and due date.

PLEASE FILL OUT FORM COMPLETELY:

Customer Name: _____ Date: _____

Phone Number: _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Item(s) Description : (use additional sheet if necessary)

Item 1) _____

Item 2) _____

Work Needed: (use additional sheet if necessary)

Item 1) _____

Item 2) _____

Which, if any, of the above items were purchased from Lane Mitchell Jewelers?

Item 1: **Yes No** Date Purchased: _____ Item 2: **Yes No** Date Purchased: _____

THANK YOU for supporting our small local jewelry business!

Mail to:

Lane Mitchell J.

P.O. Box 392, Manitou Springs CO 80829

719-685-2441

Remember: Do not put "Jewelers" on the outside of the package!