

# TOTAL WATCH REPAIR

## Service Request Form

6924 Canby Ave #118 Reseda Ca 91335 Toll Free: 877-805-9988

Please use this form when sending your Watch in for service. Print this page, complete the requested information and return with your watch. Please pack your watch securely in padded wrapping materials. Please do not send us the gift box the watch came in. We recommend that you use a traceable and insured shipping method, such as UPS, Fed Ex, or US Mail.

(Please Print Clearly)

**Your Information:**

Name:

Phone #:

Address:

City:

State:          Zip:

Email:

Date:

**Watch Information:**

Brand:

Model #:

Description:

Dial Color:

Approximate Age:

Men's:          Ladies:

**Description of Watch Problem:**

Please circle if you would like to receive an email about discounts on watch straps for this timepiece:    YES    NO

After we receive your watch, we will perform a thorough inspection in order to provide you with an estimate/evaluation. You will receive an email that describes all of the work required, the cost and approximate time it will take to repair your watch.

**\*Note: You may also request that no service be performed and that we return the watch to you in the condition it was received. We will NOT start any work until estimate is approved.**

**We warranty our service for 1 year. Thank you for choosing Total Watch Repair.**

Comments: \_\_\_\_\_.

## Return Label. Print & Cut

<b>FROM:</b> _____ POSTAGE DUE COMPUTED BY DELIVERY UNIT: POSTAGE \$ _____ TOTAL POSTAGE & FEES DUE \$ _____	<b>NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES</b> 
<b>FIRST CLASS</b>	
<b>MERCHANDISE RETURN LABEL</b> PERMIT NO. 2 RESEDA, CA 91335 TOTAL WATCH REPAIRS UNIT 6924 CANBY AVE #118	
<b>POSTAGE DUE UNIT US POSTAL SERVICE 7320 RESEDA BLVD RESEDA CA 91335-9998</b>	

## Packing Instructions:

1. Please use a laser or laser-quality printer to produce label.
2. Adhere shipping label to package with tape or glue. **DO NOT TAPE OVER BARCODES OR WHERE POSTAGE AND FEE INFORMATION IS TO BE RECORDED.** Be sure all edges are secure and any previous delivery address and barcode is covered.
3. Place label so it does not wrap around edge of package.
4. Packages weighing 13 ounces or more may not be placed in Postal Service collection boxes. Just drop off package in person at your local US post office or For information on Pickup options, go to the pickup options page accessible via [www.usps.com](http://www.usps.com).
5. Please use secure shipping materials. Do not ship watches in thin envelopes.
6. Please write return address legibly in the space provided.