



Date: \_\_\_\_\_

### TIMEPIECE SERVICE REQUEST

In order to properly enter the correct information in our system, please print clearly.

**Customer Information**

**Shipping Information** (if different from Customer Information)

|          |      |          |      |
|----------|------|----------|------|
| Name:    |      | Name:    |      |
| Address: |      | Address: |      |
| City:    |      | City:    |      |
| State:   | Zip: | State:   | Zip: |
| Phone:   | Fax: | Phone:   | Fax: |
| Email:   |      | Email:   |      |

**Please Circle Information:**

Warranty receipt enclosed: Yes No

If service requires a new strap, bracelet or case back, do you want the old parts returned? Yes No

Is there any part of the timepiece you would not want replaced? Yes No

If yes, what part \_\_\_\_\_

**Description of Service Requested (please circle all that apply):**

**Replace:**                      **Service:**                      **Miscellaneous:**

All services will require a \$35 shipping and handling fee. The shipping and handling fee still stands regardless of whether or not work is done.

Matheu's Fine Watches will contact you regarding an estimate for repair approximately one week after watch is received. Please do not call store to see if we have received the package (use shipping company tracking).

**Shipping Instructions (ship to address below)**

- 1) Ship Insured.
- 2) Use traceable shipping method (UPS, FedEx Ground, USPS Certified, Registered, Confirmation, Insured)
- 3) PLEASE DO NOT SEND WATCH IN THE GIFT BOX.

**Note:** Pricing and payment methods outlined pertain to our Service Center in Highlands Ranch only.

Would you like to receive information/offers from Matheu's Fine Watches and Jewelry? Yes No

Shipping Address:

**Matheu's Fine Watches & Jewelry**

Matheu's Fine Watches & Jewelry  
 Highlands Ranch Town Center  
 9315 Dorchester St., Suite 106  
 Highlands Ranch, CO 80129  
**Tel:** 303-471-TIME (8463)  
**Toll-Free:** 888-340-9744  
**Email:** service@matheusfinewatches.com