

For your convenience, this form can be completed on your computer and then printed. You can also print the form and fill it out by hand. This form must be signed and dated and included with your watch when submitting for service. **800-251-1484 to discuss your watch and to obtain the repair authorization number. Put this number at the top right of the form. Please PRINT CLEARLY.**

Contact Information – How can we reach you?

Print Name: First	Last	Email Address:
Address (Street Name and Number)		Apt. #
City		State
Country		Zip Code
		Cell Phone () -

Describe Your Watch

Watch Brand (i.e. Rolex, Omega, etc.):	Case Number or Model of Watch:	Serial # (If known):
Watch Material (i.e. Steel, Gold):	Band/Bracelet Style/Material:	Declared value of watch:

General Description of Watch (including dial color, bezel style, crystal, hands, etc...):

Service/Repair Requested (i.e. Overhaul, Crown & Tube, Crystal Replacement, Bezel Replacement, Case & Bracelet Refinishing, etc...):

Describe any problems you are having with the watch—be very specific (use back of form if needed):

Watch History.

When was this watch last serviced?	Will the watch run now? Yes No	How did you find our company? (please be specific)
Who last serviced this watch?		

Authorization.

By signing this form and sending us your watch you are agreeing to the following: The information you have provided is accurate to the best of your ability. **WeFixWatches.com are not responsible for any loss or damage to your watch during shipping to us.** You are responsible for insuring your watch and packaging it adequately so that it arrives safely. We recommend at least a 6x6x6 crush resistance box with much padding for use in shipping to us. We do not “rush” our work. While we may provide “estimated” completion times on our website or over the phone, we can NEVER “guarantee” any completion dates. We will do our best to complete your watch in a timely manor, but service times may be delayed for a number of reasons that are beyond our control, including but not limited to the following: Difficulty in obtaining vintage parts, parts temporarily out of stock or on back order, delays in receiving ordered parts, and holiday or other seasonal delays.

Signature of watch owner:	Date (month/day/year)
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Shipping Instructions & Address

Once you obtain authorization to ship us your watch, it is important to properly package your watch to prevent damage in shipping. Here are some tips:

1. Do *not* send the watch in its original collector's container, or in a valuable display box (we cannot return any packaging material sent to us). Instead, securely wrap your watch in bubble wrap. *Use rubber bands to secure the bubble wrap around your watch. **No tape!*** Then, put the watch and bubble wrap into a box with packing peanuts. The more protective packaging, the better.
2. Do *not* use "flat rate" packaging or a shipping envelope to send your watch. You should use a box that more approximates a square that will allow adequate cushioning on all sides. For example, we use a 6"x6"x6" box to return your watch.
3. Include this filled out form in the box with your watch! We need your name, return address, phone number, and email. If you do not include a phone number or email address, we can not contact you with your estimate, or begin repairing your watch.
4. Purchase adequate shipping insurance! We cannot be held responsible for damage that occurs to your watch in shipping to us. Insurance is very inexpensive through the US Post Office, FedEx, or UPS.

Please **ship your watch** to the following address and be sure to **email the tracking number to repairs@wefixwatches.com**. Having a tracking number means we know to be expecting your package and can better serve you!

SHIPPING ADDRESS:

WFW
6025 Stage Road
Suite 42-242
Memphis, TN 38134

Telephone: 800-251-1484
Fax: 800-251-1484
Email: repairs@wefixwatches.com