

Michellia Service Request Form

Name :

Etsy Order #:

Item Description (main stone, metal type, and original ring size ordered)

Has the item been altered/resized by another jeweler previously?

If yes, please specify

Action Required :

Detailed description of service requested:

Is your return address the same as the one we shipped the original order to?

If NO, please provide address that the item needs to be returned to:

Email address (for communication and notification purposes):

If there are fees associated with the service, please provide a good paypal email address that we can send an invoice to:

Please include this sheet in the package along with your item that needs to be repaired or returned.

Please ensure proper packaging, tracking info, as well as signature confirmation with the package.

We will not be held accountable for any items going missing in the post, so please have your original shipment proof saved.

Once the package is received, turnaround time for typical resizing/repair services is 7-10 business days.

Other non-standard services may take longer, please inquire for specific for timeline.

If you have any questions, please email info@michellia.com.