

# TALIA Luxury Inc.

## Repair Request Form

Please complete this form in its entirety.

1. Make a copy for your records.
2. Place Repair Request Form and merchandise in a secure mailing box or bubble envelope, making sure the merchandise is securely protected.
3. Ship via U.S. Mail or any transit service, being sure to insure the merchandise to your satisfaction.

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

Mr.  Ms.  Mrs.  Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Day Time Phone: \_\_\_\_\_ Extension: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Was this merchandise previously serviced by Talia Luxury? If yes, when? \_\_\_\_\_

Order Date: \_\_\_\_\_ Order ID: \_\_\_\_\_

Please describe your merchandise as completely as possible, including any damage and/or personalized engraving as well as your servicing request. (Please be as specific as possible so we can ensure the technician does exactly what you wish)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Upon receipt, Talia Luxury will notify you that we have received your merchandise. We have found that most of our customers prefer to be notified via Email as it is the most expeditious manner of notification. May we send the correspondence to your Email address above? Yes/No

Additional instructions or comments to our staff:

\_\_\_\_\_

Cut and Use as a Mailing Label:

TALIA LUXURY INC. at Global Address Me Inc 30 Chapin Rd Unit 1201 Pine Brook NJ, 07058
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