

MAILING INSTRUCTIONS

- Please call us before sending your watch to obtain a **“REPAIR AUTHORIZATION NUMBER”**.
- A separate and complete form must be submitted for each watch you are shipping.
- **ALL WATCHES MUST BE SENT TO US VIA INSURED MAIL, USPS [US MAIL].** Jewelers and trade shops you can use Associated services, FedEx.
- You must package the watch in a box (**NO PADDED ENVELOPES**). We recommend wrapping the watch in a bubble wrap. Please do not include your original box, paperwork or any piece of the original packaging back.
- We will contact you with the total cost.
- Four Crowns Watch Service Center is not responsible for any loss or damage to your watch during shipping to us. You are responsible for insuring the watch.
- Please ship your watch to the following address and be sure to e-mail us the tracking number.



FOUR CROWNS WATCH SERVICE CENTER

608 S Hill St. Suite 1001 Los Angeles, CA 90014

Phone: **213.488.3381** | FAX: **213.627.1572**

E-mail: **fourcrowns@att.net**

Web: **www.fourcrownsservice.com**