

Please ship your clock to:

**John F. Kurdzionak
J.F.K. Clock Repair
96 Cummings Park Drive
Woburn, MA 01801 USA**

**Phone: 1-781-932-2562
Call Toll-Free: 1-866-535-2562
24 hour answering service
Fax: 1-781-932-2561
E-mail: repairs@jfkclock.com**

Clock Repair Form

This form is for my information when I receive your clock. It is meant for you to print out on your printer, fill out by hand, and ship with your clock. I request that you provide me with this information so that I know "who you are", and "how to contact you", when I receive your clock. It is not a form to fill out and submit online, because clock problems cannot be diagnosed and costs cannot be estimated, without inspecting your clock in the shop.

Please note, before shipping a clock to me: **there is a minimum charge of \$25.00** for "packing, shipping, and insurance" to return your clock to you, regardless of whether or not repairs were performed, or how few dollars you may have spent to ship it here. The cost may be higher than \$25.00 based on the size and weight of the clock, the time required to package it properly, the cost of packing materials, and the declared insurance value. Please see <http://www.jfkclock.com/shipping.html#costs> for further clarification, or contact me if you have any questions.

PLEASE PRINT CLEARLY

Name: _____

Street Address (no P.O. Boxes please):

Apt. or Unit: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: () _____ - _____ extension _____

Evening Phone: () _____ - _____

Fax number: () _____ - _____

E-mail address: _____

Type and/or Brand of Clock: _____

Declared Value (this is the amount of insurance coverage you wish your clock to have while it is in my possession, and when it is returned to you.) \$ _____

Please describe the problem(s) you are having with your clock. Please be specific.

J.F.K. Clock Repair recommends that you ship the clock via the carrier of your choice, insured for damage or loss in transit for whatever you feel is the replacement value.

Please do not ship the clock in any packaging that you would like to receive back, as it is impossible for me to guarantee that your clock and its box/packaging will be kept together while in the shop. Please do not send its original box or packaging from the retailer or manufacturer, for the same reason. In short, do not send your clock in any packaging material that you would like to see again.

After receiving and inspecting your clock, you will be contacted with a repair estimate. Upon approving your clock repair, I will request either a credit card number to begin repairs, or payment with check or money order. I accept Visa, Mastercard, Amex, and Discover cards.

RETURN SHIPPING:

I am well equipped to return your timepiece to you properly packaged. My shipping department has plenty of packing material and boxes to make the journey home a safe one for your timepiece. Packages are returned to you via "UPS Ground" or via "Priority Mail", and are insured for the "declared value" that you have stated on this form.

Please note although most repair estimates are provided for free, whether you approve the repair estimate or not, the minimum charge for return packing, shipping, and insurance is \$25.00. Large, heavy, or high-value packages, and those involving considerable time to package properly, will have a higher cost. Special shipping requests, such as "Next Day Air", "2nd Day Air", "Weekend Delivery", etc., will cost substantially more than \$25.00.

Please call or E-mail if you have any questions about sending your clock to me.

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