**Brown’s Family**

**Clock Shop**

Packing Slip Form

Please fill out and print this form and include it in the package with your clock and any other necessary parts.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *First Name* | *Last name* | *Email Address* | *Phone Number* | |
|  |  |  |  | |
| *Return Address* | | *City* | *State* | *Zip* |
|  | |  |  |  |
| *Quantity of Timepieces* | *Brand* | *Caseback Number* | *Serial Number* | |
|  |  |  |  | |
| *Description of problems/services requested* | | | *Date Received (for BFCS use)* | |
| *Work done (for BFCS use)* | | *Date sent (for BFCS use)* | *Paid (for BFCS use)* | |

**How to ship your package:**

We recommend using FedEx

* We will ship back to you through FedEx
* They can box it for you
* They can include a return label
* Link to FedEx shipping info: <https://www.fedex.com/en-us/shipping/packing/how-to-pack/breakables.html>

ALWAYS insure your package

* We recommend at least $500
* We can also make a recommendation based on your specific clock

**Where to send your clock:**

Brown’s Family Clock Shop

8 Adoracion Way

Hot Springs Village, AR 71909

*If you have any questions, please call or email us at (501) 226-5508 or* [*sarah@brownsfamilyclockshop.com*](mailto:sarah@brownsfamilyclockshop.com)

**How to package your clock:**

* Take out batteries (no need to send them)
* Lock pendulum or remove and wrap separately
* Wrap clock in bubble wrap
* Fill in open space with peanuts, bubble wrap, newspaper etc.
* Put clock face up towards shipping label
* Place this form inside of box and seal securely

\*\*If possible double box:

* Place first box inside of second
* Fill space between the two boxes with filler (peanuts, bubble wrap, newspaper etc.)
* Smaller box shouldn’t be touching the larger box