

CROSS JEWELERS RESETTING-REMOVING INFORMATION SHIPPING FORM

If you are sending diamonds or other gems for remounting, please print and fill out the following pages



Your Cross Consultant

Ship to → **William M. Cross, Inc.**
570 Congress Street Portland, Maine 04101

**See Page 2 for
Shipping Instructions
and Important Disclosures**

Month Day Year

Ordered By

Name _____
Address _____
City _____ State _____ Zip _____
Telephone Number 9 am - 5 pm Weekdays _____
Telephone Number (Home) _____
Telephone Number (Cell) _____
E-Mail _____

Gem Information

Weight of gem _____
if known

Copy of most recent appraisal

Copy of GIA certificates

Date acquired _____

Value _____

Design Choice Name of Design or Style # _____

Precious Metal Preference

NOTE: For structural reasons certain designs are made in only particular metals.

Yellow Gold 18K 14K
White Gold 18K 14K
Platinum

Finger Size _____ (It is best to go to a local jeweler to have your finger measured)

Price (if discussed)

Special Instructions: _____

Ship to Address Is this a business? yes no

Telephone number at this address _____

Thank you for your interest in Cross designs.

Note: It is always best to do remounting projects in person here in our store. If that is not possible, we are happy to work with you long distance through the mail. If you have any questions, before or during the resetting process, call: 1-800-433-2988 Monday through Friday, 9:30am to 4:30pm.

Upon receipt of your project we will call you to confirm the arrival of your jewelry.

Shipping Instructions

If you intend to have your diamond or gem remounted by Cross Jewelers and wish to do this long distance.

Please fill out the Remounting Information Shipping Form with your instructions as to which design(s) you're hoping to have created. Make a copy for your records. Send the original with your jewelry. Best options for shipping to us is the United State Post Office, insured, Express Mail up to \$5,000 value. For values over \$5,000, send by Registered Insured mail. Transit time is about a week for Registered Mail. We will call you to confirm receipt, price, and estimated time of completion.

Because jewelry has monetary value, we are always mindful of security when shipping.

To maximize the security of your jewelry in transit, we always recommend shipping to us using our corporate name:

William M. Cross, Inc.; rather than our store's name, Cross Jewelers.

Please address all packages to:

William M. Cross, Inc.
570 Congress St., Portland, Me 04101

Important Disclosures for Resetting Projects

Prior to unsetting it is not possible to know the condition of gems hidden beneath prongs or below edges. Cross unsets major diamonds. If significant chipping is revealed after unsetting on any major diamond we will inform you prior to proceeding with the new design. Small nicks or small chips will be simply noted on the appraisal. Small diamonds are usually unset by the specialty shop doing the resetting. Typically the more years gems have been in use, the greater the likelihood that previously unidentified chipping may be present. Almost all diamonds 25 years of age and older show evidence of chipping.

While the act of unsetting poses a minimal risk to gems, the discovery of chips or nicks after the fact poses a dilemma and often a question in the mind of the customer of whether the chips were incurred as a result of the unsetting process.

Cross Jewelers takes the utmost care in everything we do to be certain your gems are protected during unsetting and resetting. All unsetting and resetting is done at your risk.

I understand the inherent nature of diamonds and gems, and authorize Cross Jewelers to proceed with unsetting. If significant chips are revealed in any major diamond, Cross will inform me.

Signature

I acknowledge being informed of the above.

WILLIAM M. CROSS, INC.

570 Congress St., Portland, ME 04101-3384

1-800-433-2988