

# REGISTER YOUR NECKLACE

*If you purchased your necklace from Add-A-Pearl, either online or by phone, and would like to register your necklace with us for tracking purposes, please call 855.392.6640.*

*If you have received a starter necklace as a gift or have a necklace previously purchased from a jewelry store and would like to establish an online tracking account with us, we invite you to send us your necklace to be registered. Once received, your necklace will be carefully assessed to ensure it meets our official Add-A-Pearl standards before an online account will be created.*

***Please submit your necklace along with the completed Register Your Necklace form.***

## ***Contact Information:***

Name: \_\_\_\_\_

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

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

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

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

## ***Necklace Description:***

How many pearls are currently on your necklace? \_\_\_\_\_

What color chain is the chain on your necklace? Yellow \_\_\_\_ White \_\_\_\_ Silver \_\_\_\_

How long is your necklace? Please measure as close as possible. \_\_\_\_\_ inches

## ***Necklace History***

Was the necklace purchased from a jewelry store? Yes \_\_\_\_ No \_\_\_\_

If yes, which store? \_\_\_\_\_

If you received the necklace as a gift, please supply the name of the original purchaser.

\_\_\_\_\_

## ***Please send to:***

Juergens & Andersen, the Add-A-Pearl Company  
29 E. Madison Street, Suite 1650  
Chicago, IL 60602

## ***Questions?***

Call us toll free 1-855-392-6640

# Directions for Registering Your Necklace

1 Complete the “Register Your Necklace” form

2 Carefully Wrap your Necklace

Wrap your necklace in a soft tissue or the padded envelope provided to protect the pearls and to keep the chain from tangling.

3 Package and Ship your Necklace

The Easiest Option:

A) Enclose the “Register Your Necklace” form and your necklace in a padded envelope.

B) If using UPS, take it to your local UPS drop-off center to insure and ship.

C) If you have any questions about how to add pearls, please email us at [inquiry@addapearl.com](mailto:inquiry@addapearl.com) or call us toll free at 855.392.6640. We will be happy to assist. Your email will be answered within 24 hours.

4 Upon receipt of your necklace, a member of our Customer Care Team will contact you to begin the necklace registration process.

5 Your Necklace is Registered!

Your necklace will be cleaned and inspected as a complimentary service provided by the Add-A-Pearl company.

Your necklace will then be returned to you using UPS Insured Ground shipping (\$6.95). If you prefer expedited shipping, we also offer UPS 2-Day or Overnight.

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