

# AGGIE RING REPAIR SERVICE ORDER



## Section 1: Contact Information / Return Shipping:

Name : \_\_\_\_\_  
 Address: \_\_\_\_\_ Suite/Apt#: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Day Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Date: \_\_\_\_\_  
 Email: \_\_\_\_\_

### DELIVERY METHOD:

- Email provided: FedEx Ground with signature required upon delivery. Balfour will send email tracking number when Ring is shipped.
- Email not provided: United States Postal Service. No tracking information available.

## Section 2: Aggie Ring Description:

Please include the current details for your Aggie Ring. Check all that apply.

**Type:** Large Small **Metal:** 10K 14K Polara\* **Finish:** Antique Natural White Gold\* \*Antique Finish Only

**Class Year:** \_\_\_\_\_ **Engraving:** \_\_\_\_\_

**Diamond:** Yes No

**Personal Diamond:** I do not hold Balfour responsible for damages to my diamond during the repair process. Initial here \_\_\_\_\_

## Section 3: Reason For Repair:

Check all that apply. See tx.ag/ringservices for repair fees and diamond pricing, if applicable.

	<b>DO NOT REMAKE</b> (At times, a requested repair cannot be completed. Balfour reserves the right to remake the Aggie Ring. If you <b>do not</b> wish your Aggie Ring to be remade due to sentimental value, you <b>MUST</b> indicate here and it will be returned to you as is.)
	<b>Resize to</b> _____ Adjustments over 2 sizes from the original size will require the Ring to be remade.
	<b>Add Diamond:</b> Size _____ pt. Women's 10 pt. and Men's 25 pt. and 30 pt. diamonds are mounted in a white gold shield and will require the Ring to be remade.
	<b>Change Finish to</b> _____ Changing from Antique* to Natural requires the Ring to be remade. (*Antique Finish Only for Polara & White Gold)
	<b>Remake Ring</b> (include details for new Ring): _____ *Antique Finish Only <b>Type:</b> Men's Women's <b>Quality:</b> 10K 14K Polara* <b>Finish:</b> Antique Natural White Gold* <b>Class Year:</b> _____ <b>Engraving:</b> _____ <b>Diamond:</b> No Yes _____ pt. <b>Trade-In/Remake:</b> I understand that I am trading in my Aggie Ring and will receive a new one. The gold from my original Ring will not be used to make the new Ring. Initial here. _____
	<b>Other</b> (please explain): _____

## Section 4: Free Services Provided During Repair Process

Check all that apply. Refer to images on tx.ag/ringservices for assistance in your decision.

**Re-pebble palmside:** Re-pebble DO NOT Re-pebble

**Reapply Antique finish:** Reapply DO NOT Reapply

This generally applies to worn Rings with little-to-no Antique finish visible. If the antiquing is in good condition, the finish should be reapplied to provide the best results. Otherwise, the finish may return uneven and patchy in appearance.

**Buff / Polish nicks and scratches:** Buff DO NOT Buff

**Rings with hand engraving:** Balfour will make all attempts to keep the hand engraving on your Ring. On occasion, removing the hand engraving during the repair process is unavoidable. If the hand engraving must be removed, do you authorize Balfour to re-engrave your Ring using a machine generated A&M script? If you select No, Balfour may return your Ring to you without any repairs performed.

Yes No

**Ship your Aggie Ring  
and this form to:**

**Balfour**  
**ATTN: Darlene Celestino/Repair Dept.**  
**7211 Circle S. Rd.**  
**Austin, TX 78745**

---

**Include applicable repair fees and  
\$14.95 for return shipping**

**Checks made payable to:**  
**BALFOUR**

**Allow 4-6 weeks to return**  
**Fees: tx.ag/ringservices**