

# Handling in day-to-day business

Our contact persons & services at a glance

#### **Orders**

#### B2B store and TC.net (information portal)

Order conveniently through our B2B shop and stay informed on our partner portal.

https://b2b-eu.tamaracomolli.net | You can order all TAMARA COMOLLI products online in our B2B shop. Apply for your access to the B2B shop and TC.net at www.tamaracomolli.net

tamaracomolli.net | Digital download center for product data and marketing materials.

Alternatively, you can submit your order or product inquiry in writing via email to our order processing: order@tamaracomolli.com. Upon receipt of your order, you will receive an order confirmation with the delivery date specified by us. Please check this carefully for accuracy, as our production begins afterward, and the order cannot be stopped.

#### Contact details order processing

Your contact persons is Jennifer Matena

E-Mail order@tamaracomolli.com

Telephone +49 89 95 45 36 810

Telephone availability:

Monday – Thursday: 09:00 AM to 05:00 PM Friday: 09:00 AM to 03:00 PM

# Selection requests

After consultation with the respective sales representative, selections are generally possible. However, we kindly ask you to return the products within 7 working days with the provided packaging to the following address:

#### TAMARA COMOLLI Fine Jewelry GmbH. Ridlerstraße 57, 80339 München

or report the selection as "sold" to our order processing team so that we can issue an invoice. Unfortunately, our COLLECTIBLES, MIKADO Flamenco pendants, MIKADO Bouquet pendants, INDIA bracelets with turquoise and coral, as well as wood and leather, cannot be sent as selections. Items under €4,990 are also excluded. Please note that a margin of 2.0 will be charged for sales from selections. Furthermore, we ask you to return the selection in an intact condition; otherwise, we may have to invoice you for refurbishment costs.

TAMARA COMOLLI Fine Jewelry GmbH Registered seat: Gmund am Tegernsee



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#### Repairs, Ring Size Adjustments & Complaints

Your contact person is Petra Hampel

E-Mail repair@tamaracomolli.com

Telephone +49 89 95 45 36 831

For each request, you will receive a cost estimate. Please confirm this in writing so that the repair can commence. Please note that custom-made items of any kind cannot be returned.

## Supply of Marketing Materials

Your contact person is Sophia Schmidt

E-Mail marketing@tamaracomolli.com

Please be aware that marketing materials will be invoiced through WKZ.

## Shipping

Your contact person is Zeljka Vukosic

E-Mail shipping@tamaracomolli.com

Telephone +49 89 95 45 36 910

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## Marketing Support, Ads, House Catalogs & Events

Are you planning advertisements or other marketing activities? We would be happy to assist you in planning your projects. Please contact Sophia Schmidt at sophia.schmidt@tamaracomolli.com and fill out the respective form. Our marketing department will gladly handle the coordination. Please note that we require approximately 2 weeks for layout and implementation, and there may be price adjustments.

#### Advertising subsidy

Your contact persons is Anne Tomicic

E-Mail anne.tomicic@tamaracomolli.com

Telephone +49 89 95 45 36 814

Your co-op allowance will be coordinated with the Wholesale Coordinator Manager. TAMARA COMOLLI supports you with up to 5% of your previous year's purchase volume. A prerequisite is a pre-signed contract for each desired marketing activity planned for the following fiscal year. TAMARA COMOLLI covers up to a maximum of 50% of the net costs. The costs are shared on a 50/50 basis - if an advertisement costs €6k, Tamara Comolli will cover €3k.

IMPORTANT: All advertising materials and activities must be submitted for approval before costs can be reimbursed.

When invoicing, please use the following billing address:

TAMARA COMOLLI Fine Jewelry GmbH. Ridlerstraße 57, 80339 München.

Please adhere to our guidelines in the supplier letter and invoice according to paragraph 14, paragraph 4, by providing a service description. Additionally, we require cost documentation and, if applicable, a corresponding specimen copy. These should be sent as a consolidated PDF to invoice@tamaracomolli.com.



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## TAMARA COMOLLI Account Manager

Your responsible TAMARA COMOLLI Account Manager will be happy to assist you at any time.

	E-Mail	Telephone
Katja Bärenwald (Account Manager)	kb@tamaracomolli.com	+49 170 762 24 47
Katja von Wilke (Account Manager)	kwi@tamaracomolli.com	+491717614280
Oliver Jansen (Account Manager)	oliver.jansen@tamaracomolli.com	+49 151 461 310 74
Ashok Patel (Account Manager)	ashok.patel@tamaracomolli.com	+1 772 775 4358
Wolfgang Möckel (Account Manager)	kwm@tamaracomolli.com	+1 786 351 8111