

return and exchange form

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STEP 1

Originally Purchased by: address change

Send Exchange to: (if different from left)

Name: _____

Name: _____

Address: _____

Address: _____

(city) (state) (zip)

(city) (state) (zip)

Phone: () ()
(daytime) (evening)

Phone: () ()
(daytime) (evening)

Email Address: _____

Email Address: _____

Please select on of the following options:
Gifts may be returned for an exchange or a gift certificate towards future purchases.

- Exchange for another item(s)
 Reimburse by original method of payment

****Items must be sent back within 30 days from the date on the invoice.**

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RETURNS
STEP 2

Reason Code (see below for code numbers)	item number	color	size	quantity	item name	price	total price

Reason Codes	quality	satisfaction	performance / service	sizing / catalog
01 Quality unsatisfactory 02 Defective construction 03 Finish unacceptable	11 Did not like sizing 12 Did not like 13 Did not like color 14 Changed mind	22 Shipping damage 23 Wrong item shipped 24 Advised wrong	31 Too small 32 Too large 33 Ordered wrong size 34 Not as described 35 Not as pictured	

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EXCHANGES
STEP 3

item	1st color choice	2nd color choice	size	description	quantity	unit price	total

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STEP 4

Invoice #: _____

