return and exchange form

earth creations
eco · pure · simple

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1 STEP 1

Originally Puchased by: ☐ address change

Name: _____

Address: _____

_____
(city) (state) (zip)

Phone: (___) _____ (___) _____
(daytime) (evening)

Email Address: _____

Send Exchange to: (if different from left)

Name: _____

Address: _____

_____
(city) (state) (zip)

Phone: (___) _____ (___) _____
(daytime) (evening)

Email Address: _____

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

No refunds on sale items - exchanges only

☐ 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.

2 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

3 EXCHANGES
STEP 3

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

Number of items to be exchanged **PLEASE INCLUDE AMOUNT**	
1	$8.00
2	$9.00
3 to 4	$10.00
5 to 6	$12.00
7 to 8	$14.00
Above 8	$16.00

4 STEP 4

Method of Payment:
If the total of your exchange or new order exceeds the value of your return, and to include shipping charges on all please provide a method of payment. (Select one)

☐ Credit Card

☐ Check or Money Order enclosed

Credit Card Information:

☐ Visa®

☐ American Express®

☐ Mastercard®

☐ Discover®/Novus® Cards

Card #: _____

Signature: _____