



Return and Exchange Form

Questions? Call 877-847-3868
ext. 107

Please print and include the completed form with the merchandise you are returning

Step 1

Original Order # (if available): _____

Originally Purchased by - Name: _____

Address: _____ City _____ State _____ Zip _____

Phone: Day () _____ - _____ Eve () _____ - _____ E-mail: _____

Address Change (different from above) send refund/exchange to - Name: _____

Address: _____ City _____ State _____ Zip _____

Phone: Day () _____ - _____ Eve () _____ - _____ E-mail: _____

Please select one of the following options:

Exchange for another item(s). Reimburse my original method of payment.

Step 2

Returns - In the form below please indicate the item(s) you are returning, including a reason code.

Reason Code	Item #	Color	Size	Quantity	Name of Item	Unit Price	Total Price
13	00052	black	M	1	Sample Item	19.99	19.99

Reason Codes	Quality	Satisfaction	Performance/Service	Catalog
	01 Quality Unsatisfactory 02 Defective construction 03 Finish unacceptable 04 Difficult to assemble	11 Did not like styling 12 Did not like fabric 13 Did not like color	22 Care instructions failed 23 Did not perform as expected 24 Shipping damage 25 Wrong item shipped	31 Too small 32 Too Large 33 Ordered wrong size 34 Not as described 35 Not as pictured

Step 3

Exchanges - Please indicate the item(s) you will be receiving in exchange for returned items.

Item #	Color	Size	Quantity	Name of Item	Unit Price	Total Price
00052	red	M	1	Sample Item	19.99	19.99

Step 4

Method of Payment - The box to the right shows your balance, minus the value of your exchange items. A negative balance indicates what is owed. A positive balance indicates the total of your refund or credit.

Balance

Credit Card info: Master Card Visa Amex Card # _____ Exp. (mm/yyyy) _____

Billing Address: _____ City _____ State _____ zip _____

Signature: _____ Date: _____