



800-355-1131

Exchange and Return Form

Please complete this Return/Exchange Form and enclose it with the item(s) you are returning. Be sure to indicate if you would prefer to receive a refund, or make an exchange for another item. If you are exchanging merchandise, identify the new item you wish to receive in STEP 4 of this form.

STEP 1 - Please fill out the information below.

Order Number _____

BILLING INFORMATION:

Name _____

Address _____

City _____ State _____ Zip _____

Daytime Phone _____

Evening Phone _____

E-mail _____

SHIP TO ADDRESS: (if different from billing)

Name _____

Address _____

City _____ State _____ Zip _____

Daytime Phone _____

Evening Phone _____

E-mail _____

STEP 2 - How would you like us to handle your request?

- Exchange - Please indicate new item(s) in STEP 4
- Refund
- Refund - New order was placed. Order No. _____

STEP 5 - Enclose this completed form along with the merchandise in a secure package.

Fill in your Order No. on the Return Label below and attach to the outside of package and return to us via a prepaid, insured, traceable method to ensure a safe and documented delivery (UPS , USPS Insured). Please allow 2-3 business days for your exchange to be processed. Allow 7-10 business days for your refund to be issued.

Comments:

STEP 3 - List the item(s) you are returning and indicate return code

Item No.	Description	Return Code	Qty.	Internal Use Only
EXAMPLE	Item Name Here	11	1dz	

Return Codes	
11 - wrong item shipped	15 - had cancelled order
12 - not satisfied	16 - duplicate order
13 - late arrival of package	17 - item not as show
14 - damaged / defective	18 - reason not listed

STEP 4 - If you are requesting an exchange, please indicate the new item(s) you wish to receive.

Item No.	Description	Qty.
EXAMPLE	Item Name Here	1dz

----- PLEASE CUT ALONG DOTTED LINE -----

Return Label Order No. _____



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