



## EXCHANGE OR RETURN FORM

**STEP 1 - Please fill out the information below.**

**Order Number:** \_\_\_\_\_

### BILLING INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Prov. \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Telephone Day \_\_\_\_\_ Evening \_\_\_\_\_

### SHIP TO ADDRESS

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Prov. \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Telephone Day \_\_\_\_\_ Evening \_\_\_\_\_

**STEP 2 - How would you like your request handled?**

Shipping and handling charges are not refundable.

- Exchange item (please fill out reorder section below)
- Refund/Credit

**STEP 3 – Please list item(s) you are returning, including the return reason. List additional comments on back.**

Item Number	Size	Description	Reason

**STEP 4 – Please place your reorder here.**

Item Number	Size	Description