

# Return/Exchange Form

**STEP 1** Fill out Contact/Ship To Information **STEP 2** List items you are returning including reason for return. (See chart below)

ORDER # \_\_\_\_\_  
 NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_  
 STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 DAYTIME PHONE NUMBER (\_\_\_\_) \_\_\_\_\_  
 EVENING PHONE NUMBER (\_\_\_\_) \_\_\_\_\_  
 E-MAIL \_\_\_\_\_

REASON	ITEM NUMBER	DESCRIPTION	COLOR	SIZE	QTY

**REASON CODES: Enter the reason code in step 2.**

<b>FIT</b> 1. Too Small 2. Too Big	<b>QUALITY</b> 3. Damaged/Defective	<b>SERVICE</b> 4. Not as expected 5. Arrived too late 6. Wrong item arrived	<b>OTHER</b> 7. Changed mind
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**STEP 3**  
How would you like us to handle your return/exchange?

Exchange Item (Please fill out reorder section below)     
  Gift Card  
 Refund in form of original payment     
  I am returning a gift. Please send:   
  Exchange     Gift Card

**STEP 4**  
EXCHANGE ITEMS:

ITEM NUMBER	DESCRIPTION	SIZE	SHIRT SLEEVE LENGTH	PANT INSEAM LENGTH	CUFFS Y OR N	COLOR	ALTERNATE COLOR	QUANTITY	PRICE	TOTAL

