



Return and Exchange Form

Please fill in the appropriate information below.

Have any Questions?
Please call us at 800-645-0188.

Step 1 Original Order

Originally Purchased by: Address Change

Name: _____

Address: _____

(City) _____ (State) _____ (Zip) _____

Phone: (____) _____ (____) _____
(Daytime) (Evening)

Email Address: _____

Send Refund or Exchange to: (If different from left)

Name: _____

Address: _____

(City) _____ (State) _____ (Zip) _____

Phone: (____) _____ (____) _____
(Daytime) (Evening)

Email Address: _____

Please select one of the following options:

- Exchange for another item(s).
- Reimburse my original method of payments. (Gift recipients who select this option will receive a refund check.)

Step 2—Returns In the form below please indicate the item(s) you are returning, including a reason code. Please attach original sales receipt.

Reason Code	Item #	Color	Size	Quantity	Item Name	Price	Total Price
23	KK23456	Navy	8	1	Example Item Only	59.00	\$59.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00

Reason Code

Quality

Satisfaction

Performance/Service

Item

01 Quality unsatisfactory
02 Defective construction

03 Did not like styling
04 Did not like fabric
05 Did not like color
06 Price too high

07 Care instructions failed
08 Shipping damage
09 Wrong item shipped

10 Too small
11 Too large
12 Ordered wrong size
13 Not as described
14 Not as pictured

Step 3—Exchanges Note: You do not need to fill out the form below if you use our Fast Exchange by phone option.

Item	Style	Color Choice		Size	Description	Qty.	Unit Price	Total
		1st	2nd					
LH12345	Plain	Tan	Olive	8	Example Item Only	1	49.95	49.95
								\$0.00
								\$0.00
								\$0.00
								\$0.00

Step 4

Method of Payment:

If the total of your exchange or new order exceeds the value of your return, please provide a method of payment.

- Credit Card
- Check or Money Order enclosed

Credit Card Information:

- VISA
- MasterCard®
- American Express

Card Number: _____

Exp. Date (MM/YY)

Signature: _____