



# WHOLESALE For EVERYONE

## Exchange and Return Form

800-355-1131

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?

☐ Refund

☐ Refund - New order was placed. Order No. \_\_\_\_\_

☐ Exchange - Please indicate new item(s) in STEP 4  
We will charge you for return shipping  
Please choose your shipping preference below  
☐ FedEx/UPS Ground ☐ USPS (First Class or Priority)

### 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

### 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:

Return Label

Order No. \_\_\_\_\_



WHOLESALE  
For EVERYONE

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