

REFUND & EXCHANGE REQUEST FORM

Please complete this form and include it with your return package.

1. CUSTOMER & ORDER INFORMATION

ORDER NUMBER

ORDER DATE

FULL NAME

EMAIL ADDRESS

PHONE NUMBER

DATE OF REQUEST

2. ITEMS BEING RETURNED / EXCHANGED

PRODUCT CODE / SKU	PRODUCT NAME & SIZE/COLOR	QTY	REASON CODE (SEE BELOW)	ACTION REQUESTED
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reason Codes: [A] Incorrect Size | [B] Item Damaged/Defective | [C] Not as Pictured/Described | [D] Received Wrong Item | [E] Changed Mind | [F] Other (Specify below)

3. EXCHANGE DETAILS (IF APPLICABLE)

ORIGINAL ITEM CODE	NEW ITEM DESCRIPTION / CODE REQUESTED	NEW SIZE	NEW COLOR
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. PREFERRED REFUND METHOD

- ORIGINAL PAYMENT METHOD
 STORE CREDIT / GIFT CARD

ADDITIONAL COMMENTS / REASON DESCRIPTION

CUSTOMER SIGNATURE

DATE

Return Instructions:

- Ensure all returned items are in their original condition, unworn, and with tags attached.
- Pack the items securely and include this completed form inside the package.
- Affix the return shipping label to the outside of the package.
- Keep a copy of the tracking number for your records.