

# PRODUCT EXCHANGE & RETURN FORM

## CUSTOMER INFORMATION

Customer Name:

Order Number:

Email Address:

Consultant Name:

Order Date:

Phone Number:

Shipping Address:

## ITEMS BEING RETURNED / EXCHANGED

Product Code	Product Description	Qty	Price	Reason Code	Action (Return/Exchange)

**Reason Codes:** A: Damaged/Defective | B: Wrong Item Received | C: Dissatisfied with Quality | D: Changed Mind | E: Incorrect Size/Color | F: Other (Specify in comments)

## REQUESTED EXCHANGE DETAILS (IF APPLICABLE)

New Product Code	New Product Description	Qty	Price

## PREFERENCE

- Exchange for new product(s) listed above
- Refund to original payment method
- Product credit to account
- Other (Subject to approval)

## COMMENTS / SPECIAL INSTRUCTIONS

## TERMS & CONDITIONS

1. Items must be returned within the designated return period from the date of purchase.
2. Products must be in their original packaging, unused, or within the acceptable usage limit policy.
3. Shipping and handling charges are non-refundable unless the return is due to our error.
4. Please allow processing time for your exchange or refund to be completed.

---

Customer Signature

---

Date