

Returns & Exchanges Form

Please fill in the applicable information below and enclose in your return package.

Order #: _____

Customer #: _____

Purchased by:

Name: _____

Address: _____

City _____ State _____ Zip _____

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

Email: _____

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

Name: _____

Address: _____

City _____ State _____ Zip _____

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

Email: _____

For Gift Returns

I would like: An Exchange OR A Refund
(Fill out exchange section and include additional monies if necessary) (Fill out returns section & choose a refund option below)
 Store Credit OR Refund the purchaser

For Returns: See [Return Policy](#) for details. Please enter a reason code for each item you are returning.

Product #	Color	Size	Qty	Reason Code

Return Reason Codes:

Quality
 501 Poor quality/ workmanship
 503 Missing component part
 505 Item not as pictured
 513 Defective

Satisfaction
 601 Did not like styling
 602 Did not like material/ fabric
 603 Did not like color
 604 Difficult to assemble
 606 Returning gift
 609 Ordered multiple sizes

Too Large/Long
 100 Chest/Bust
 104 Large overall
 105 Garment length too long
 106 Sleeve length too long

Too Short/Small
 200 Chest/Bust
 204 Small overall
 205 Garment length too short
 206 Sleeve length too short

Shoes
 300 Too large/wide
 301 Too small/narrow

For Exchanges/New Orders: Exchange New Order

Fill out for each item you would like to order.

Product #	Color #	Size	Length	Qty

Your exchange will be processed as a refund and a separate charge will be assessed for the new exchanged item. If the item(s) is higher priced, your original method of payment may be charged additional shipping and handling according to our rate chart. See your order form or our website for rates.

Shipping
 400 Arrived late
 401 Wrong item shipped
 405 Poor packaging
 407 Duplicate shipment
 408 Damaged in shipping

If you need a prepaid shipping label, please call our customer service team.

If you prefer to ship on your own, insure the package for the full value of the merchandise and send to:

Customer Care
 100 Murray Drive
 Warren PA 16368