

**MERCHANDISE RETURN FORM**
**RETURN THIS FORM AND PACKING SLIP WITH YOUR MERCHANDISE TO RECIEVE CREDIT**

Merchandise returned without this form will not be processed for credit.

Order ID:	<input type="text"/>	Billing Name:	<input type="text"/>
Date Ordered:	<input type="text"/>	Contact Name:	<input type="text"/>
Date Received:	<input type="text"/>	Phone Number:	<input type="text"/>
		E-Mail Address:	<input type="text"/>
		Address:	<input type="text"/>
			<input type="text"/>
			<input type="text"/>

Item	Quantity	Reason for Return (see below codes)	Please Describe

Return Codes: 1 = Defective    2 = Damaged    3 = Wrong Size    4 = Wrong Item    5 = Other

**DO NOT RETURN DAMAGED PRODUCTS WITHOUT CONTACTING US FIRST**

Please contact Customer Service at 800.443.2000 ext 134 to report damages. Save all inner and outer packaging materials.

**30 Day Return Policy:**

- Returns on stock items are accepted within 30 days of delivery
- All returns are subject to a 15% per order or minimum of \$8 restocking fee
- Customer is responsible for the initial shipping costs and all return shipping costs
- Returned merchandise received damage will not be credited
- All returns must be repacked and returned in their original packaging for protection
- All sales are final on custom displays, customized products, and graphics

**Please allow 1-2 weeks to process your return and refund.**

For Internal Use Only:

RECEIVING

 Date Received:  Condition: 

ACCOUNTS PAYABLE

 Date Processed:  Amount: