



# Printable Return Authorization Request

Fill out and email or fax the printable return authorization to return or exchange product. Product can only be even exchanged if exchanging the same style for a different size. Exchange product must be the same price, or it will be processed as a return credit, and a new order will be created.

## Customer Information:

Company Name: _____	Employee Name: _____
Location: _____	Admin Name: _____
Date Of Request: ____/____/____	Admin Signature: _____

Return: \_\_\_ Exchange: \_\_\_

Do you need a UPS return label? \_\_\_ No \_\_\_ Yes \*A charge of UPS Best Daily Rate will be added to your return.

Original Order Number (Confirmation or invoice): Invoice: IV \_\_\_\_\_ Order Confirmation: \_\_\_\_\_

Reason for return/exchange? \_\_\_\_\_

If **returning** only, do you prefer: \_\_\_ Account credit \_\_\_ Reimbursement to Credit Card \_\_\_ Other

## Return Items:

Brand	Style Number	Color	Size	Quantity

**Exchange Items:** Garments must be the same style and price (i.e. returning 36x32, needing 38x32 or navy for gray)

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