



Printable Return/Exchange Authorization Request

The customer is responsible for all return shipping costs (in and out) if it is due to incorrect ordering on sizes, colors or choice changes. Amaril Uniform Company is responsible for all return shipping costs (in and out) on items we have shipped incorrectly. Items may not be returned or exchanged if they have been laundered, tags have been removed, or have custom embroidery or specialization.

Note: Stock product has no return or exchange fee. Non-Stock product has a return fee of 20% as we order it especially for you.

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 Invoice or Order Number: 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)

Brand	Style Number	Color	Size	Quantity