



REFUND & RETURN FORM

Order Number: _____

Contact Information	
Name:	_____
Company (Optional):	_____
Phone:	_____
Email:	_____

Please include detailed description of item or issue so your return can be processed accurately.

Quantity	Item #	Item Description	Reason Code	Return or Exchange

Return Codes

Record appropriate number in the Reason Code column above.

- | | |
|-------------------------------|-----------------------------------|
| 1. Wrong quantity received | 8. Product different from catalog |
| 2. Wrong merchandise received | 9. Related item not sent |
| 3. Purchased elsewhere | 10. Customer not satisfied |
| 4. Damaged in shipping | 11. Incorrect item ordered |
| 5. Duplicate order | 12. Incorrect quantity ordered |
| 6. Product defective | 13. Other _____ |
| 7. Arrived late | |

Preferred method of refund payment: _____