



# Merchandise Return

**Name:**  
**Email:**  
**Address:**

**Date:**  
**Phone:**

Order #	Item #	Description	Reason Code #	Exchange or Return

## Return Reason Codes

Record appropriate number in the Reason Code # column above.

- |                                    |                            |
|------------------------------------|----------------------------|
| 1. Top too Small                   | 6. Product defective.      |
| 2. Top too Big                     | 7. Arrived late.           |
| 3. Bottom too Small                | 8. Customer not satisfied. |
| 4. Bottom too Big                  | 9. Incorrect item ordered. |
| 3. Product different from catalog. | 10. Other _____            |

## Please Exchange For:

Quantity	Item #	Description	Unit Price	Total Price