



Return & Exchange Form

Order #: _____

Account #: _____

CUSTOMER INFORMATION

Agency/Organization: _____ Contact Name: _____

Shipping Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

RETURN & EXCHANGE INFORMATION

Quantity	SKU	Product Name	Price	Reason Code	Action Code	Reasons: A. Product No Longer Functions B. Received Damaged C. Wrong Product D. Sizing Issue E. Missing Items F. Not What Expected G. Wrong Order H. Other (Explain Below) Actions: A. Return B. Refund C. Repair D. Exchange
If Reason Code H. Other, Explain Here:						
If Making Exchange, Please List Items You Wish in Exchange Below (If Cost is More, You Can Use This Form to Pay)						
Quantity	SKU	Product Name	Price	Size/ Other Options		
				Refund Requested		
				Refund Less Additional Items		
				TOTAL		



**Please note that you are only required to complete the Payment Information Section if you added additional items to your Return/Exchange that cost additional. The "Total" shown on the previous page is the amount that will be charged.*

PAYMENT INFORMATION

I wish to pay by Credit Card (Enclosed) Purchase Order (Enclosed) Check (Enclosed)

Name on Card: _____

Card Holder Billing Address: _____

City: _____ State: _____ Zip Code: _____

Card Type: Visa Master Card American Express Discover

Card Number: _____ Expiration Date: _____ Card CVV (3 Digit Code on Back): _____

By signing below, you authorize Northeast Sign & Service, Inc. to charge your credit card immediately for any amount up to the "Total" listed above on Page 1.

Cardholder Signature: _____ Date: _____

AGREEMENT

I, the Undersigned agree that I am responsible for the costs associated with returning a product purchase through HiVis365.com to Northeast Sign & Service, Inc. (the Parent Company of "HiVis365.com"). I agree that I am responsible for insuring the shipment and that I will send the return shipment using a traceable shipping method. I understand that the product that I returned must be in the original condition, in the original packaging, and must not display signs of wear and otherwise may be denied return and/or exchange. I agree that I have read and understood the Return Policy found on HiVis365.com/pages/return-policy and I agree that my return request meets the requirements found on HiVis365.com/pages/return-policy.

Returns and Exchanges are only accepted within 30 days that the goods are received.

Signature: _____ Date: _____