

MERCHANDISE RETURN FORM

Mail all returns with this Merchandise Return Form to:



Properly Tied Returns
12 Industrial Park Dr.
Oxford, MS 38655

Order No. _____

Please see Return Guidelines on the reverse side of this form.

Be sure to keep or write down the tracking number located on the return label.
Shipment status cannot be determined without the tracking number.

Step 1 Fill Out Contact/Purchaser Information

Contact Information - Buyer Gift Recipient

Customer Name _____

Address _____

City, State, Zip _____

Contact/Phone _____

Customer e-mail (required for gift recipients) _____

Step 2 List item(s) you are returning, including reason for return (see chart below).

Style #	Product Name (description)	Qty	Size	Reason (use codes below)

Sizing	Color	Service/Satisfaction
1 - Size Ordered, but too Small	4 - Did Not Like Color	8-Item Defective (describe below)
2 - Size Ordered, but too Large		9-Item Not Ordered
3 - Did Not Like Fit (describe below)		10-Ordered by Mistake
		11-Duplicate Item Shipped
		12-Changed My Mind

More details :

Step 3 How would you like us to handle your Return?

- Refund in form of original payment
- Send me a gift card code

Step 4 See reverse side of document for return shipping instructions.

Please let us know of any comments or suggestions you may have: _____

Thanks for your order!
#lifelifeproperly

Properly Tied Online Return Policy

Making a Return

We always want our customers to have the best experience at Properly Tied. If you need to return a product for any reason, we will process a refund for products that are unworn and in like-new condition.

We want your return process to be as simple as possible. Unworn, unwashed or defective items may be returned **within 30 days** from your ship date if accompanied by the original packing slip or order number and the Product Return Form ([Download Return Form Here](#)).

The full amount *minus shipping fees and discounts* will be credited upon processing of the returned item(s) based on the original method of payment or return policy guidelines.

Please note that ALL sales stating “FINAL SALE” or “ALL SALES FINAL” are offered at clearance prices and can only be returned for an online e-gift card. This includes Black Friday and Semi-Annual Sale promotions.

Please allow us 12 to 14 business days to receive and process your return.

Items may be returned for free of charge if 30 days from your ship date using pre-paid shipping label that you are able to print. ([Download Return Label Here](#)). **Be sure to keep or write down the tracking number located on the return label. Shipment status cannot be determined without the tracking number.**

If you prefer to use your own return shipping label, you can ship your return to us at:

Properly Tied Returns
12 Industrial Park Drive
Oxford, MS 38655

NOTE: This address can only be used to return items purchased at [properlytied.com](#). If you purchased items at one of our retailers or elsewhere, you must return the items to that location according to their return and exchange policy. Returns that are received by Properly Tied that were not purchased from [properlytied.com](#) cannot be processed.

If you choose to pay for return postage yourself, we recommend that you insure the package for your protection. Keep the shipping receipt and tracking number for your records. We can only credit items that are received in our warehouse.

Returning a Gift within 30 Days of Original Ship Date

Gift recipients who return an item will receive an e-gift certificate. Please include the gift recipient's email address on the return form and original order number.

Questions?

Contact Customer Care at customer care@properlytied.com or 662-380-5185.