

Tiemart orders may be returned or exchanged within 60 days. Returns and exchanges are processed promptly upon arrival. Our full return and exchange policy can be found at www.tiemart.com/pages/returns

QUESTIONS? (847) 566-5980 OR SERVICE@TIEMART.COM

STEP 1

Name _____

Phone _____

Order # _____

In case we have any questions, please include a phone number we can reach you at during daytime hours (M-F, 8 am to 4 pm CT).

Zip Code _____

Reason _____

STEP 2

Exchange Return

RETURNS

1. Make sure Step 1 and 2 is filled out.
2. Re-pack products in original plastic sleeves or other packaging.
3. Include return products, this form and a copy of the original invoice in your return package.

EXCHANGES

1. List the NEW items you are exchanging for below. Add an additional page if needed.

Qty	Product Name	Width/Length/Size	Color	Item Price	Total

2. If charges are due, please select your method of payment below. Refunds go back to the original payment method.

Subtotal	\$
Exchange Credit	-\$
Total Due	\$

Check (payable to TieMart, Inc.) Credit Card (we will call you at the phone number in Step 1 for payment info. Payment must be received before an exchange is shipped.)

3. Make sure Step 1 and 2 is filled out.
4. Re-pack products in original plastic sleeves or other packaging.
5. Include exchange products, this form and a copy of the original invoice in your return package.

LAST STEP

Mail your return/exchange to us pre-paid via your choice of carrier. We recommend adding a tracking number. Our mailing address is:

TIEMART, INC.
ATTN: RETURNS
525 MORRIS AVE.
MUNDELEIN, IL 60060