The Uniform Store

Return Form

Step 1: Please fill in customer details, including order number.

Name:		Customer Order #:	
Address:			
City:	State:	Zip Code:	
Phone:		FAX:	
E-mail:		Today's Date:	

Step 2: List Items you are returning, including the reason code (see chart below).

Quantity	Item #	Description	Reason Code #	Check one box	
				Exchange	Return

Return Codes

Code	Reason	Code	Reason
1	Wrong Size	6	Wrong quantity ordered
2	Wrong Color	7	Wrong merchandise received
3	Defective Product	8	Wrong quantity received
4	Shipment Damage	9	Duplicate order
5	Wrong item ordered	10	Customer not satisfied
11	Other:		

Step 3: Please fill out the reorder section below for exchanges.

Quantity	Item #	Description	Color	Size	Unit Price	Total Price

Step 4: Enclose this form with your return in a well-sealed box. Attach return label and send it back using the courier of your choice.

THE UNIFORM STORE
ATTN: ECOMM RETURNS
10 WEEMS LANE
WINCHESTER, VA 22601-3602

Please use clear tape to attach the return label to your package.
This form is to be used for online purchases ONLY.