

RETURN & EXCHANGE FORM

At the Chicago History Museum store you can take advantage of our 60-Day return policy on all our merchandise, with the exclusion of sale items.

If you are not fully satisfied, return it for a full refund, minus shipping and handling fees.

To return or exchange item(s) follow the steps below:

Date _____

Order # _____

Step 1	Fill out shipping information:			
Name _____	E-mail _____			
Address _____	Apt _____	City _____		
State _____	Zip _____	Country _____	Phone _____	

Step 2	How would you like us to handle your return/exchange?
<input type="checkbox"/> Refund	<input type="checkbox"/> Exchange (Please fill out step 4 below)

Step 3	List item(s) you are returning, including reason for return:		
SKU	Qty	Description	Reason

Reason for return: (fill in letter above) A. Damaged B. Defective C. Disliked D. Wrong size/item E. Other (leave comment)	Additional comments: _____ _____ _____ _____
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Step 4	List item(s) you want to exchange or replace: (if applying for credit/refund skip this step)		
SKU	Qty	Description	Exchange For

Step 5	Enclose and return:
Enclose the Return Form and a copy of the invoice along with the merchandise in original condition. Send your package prepaid, insurance recommended, to this address:	CHICAGO HISTORY MUSEUM STORE 1601 N CLARK ST CHICAGO, IL 60614 US