

RETURN MERCHANDISE AUTHORIZATION

This signed form must be included with all return shipments

Please print out this form and include a completed, SIGNED copy along with a copy of the sales order in each package shipped back to us.

- Returns will be accepted within 15 days of the date you received your original order.
- Items must be received in re-sellable condition. Proper packaging is important to prevent damage. *Trophy returns are still accepted even if they are personalized*.
- Please return your package with prepaid postage. We regret that we do not issue credit or refund for any item that is lost or damaged in return shipping.
- Reimbursement for returned items is made by the original method of payment only and original shipping charges are not refundable.
- If you receive damaged merchandise or merchandise in error, please contact our Customer Service Department at 866-794-4122.

When Returning Items Please Ship to:

CUSTOMER INFORMATION:

K2 Trophies and Awards ATTN: Returns Department 4128 Jacque Street Richmond, VA 23230

Please complete the following required information:

Customer Name:_____ Phone Number:____

Street Address:_____

City, State:_____ Zip Code:_____

ORDER INFORMATION (Provided on the Sales Order included with your shipment):	
Order Reference Number:	Customer Number:
Order Date:	Date Order Received:
Reason for Return:	
ITEMS TO BE RETURNED Please attach a copy of the Sales Ore the information below.	der included with your shipment or complete
ITEM NUMBER	QUANTITY
CUSTOMER	·
SIGNATURE:	