

# Return/Exchange Form

## STEP 1

Fill out Contact/Ship To Information

ORDER # \_\_\_\_\_  
 NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_  
 STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 DAYTIME PHONE NUMBER (\_\_\_\_) \_\_\_\_\_  
 EVENING PHONE NUMBER (\_\_\_\_) \_\_\_\_\_  
 E-MAIL \_\_\_\_\_

## STEP 2

List items you are returning including reason for return. (See chart below)

REASON	ITEM NUMBER	DESCRIPTION	COLOR	SIZE	QTY

**REASON CODES: Enter the reason code in step 2.**

### FIT

- 51. Too Small
- 52. Too Big

### QUALITY

- 53. Damaged/Defective

### SERVICE

- 54. Not as expected
- 55. Arrived too late
- 56. Wrong item arrived

### OTHER

- 57. Changed mind

## STEP 3

How would you like us to handle your return/exchange?

- Exchange Item (Please fill out reorder section below)       Gift Card  
 Refund in form of original payment       I am returning a gift. Please send:       Exchange       Gift Card

## STEP 4

EXCHANGE ITEMS:

ITEM NUMBER	DESCRIPTION	SIZE	SHIRT SLEEVE LENGTH	PANT INSEAM LENGTH	CUFFS Y OR N	COLOR	ALTERNATE COLOR	QUANTITY	PRICE	TOTAL

## STEP 5

METHOD OF PAYMENT: If the total of your exchange or new order exceeds the value of your return, please provide a method of payment.

- American Express       Discover       MasterCard       Visa

Card Number

Gift Card

Expiration Date   /

PIN

## STEP 6

Enclose the return form with merchandise. Attach the return label provided in your shipment. Return through any UPS shipper or insured mail to address below:

347 Primrose Road, Suite C, Burlingame, Ca94010

## Return/Exchange Information

### Apparel and Shoe items:

If, for any reason, you are not satisfied with your online purchase, we will accept returns and exchanges of unworn, unwashed merchandise within 30 days of purchase.\*

1. Please complete the return/exchange form, indicating how you would like us to handle your return.
2. Enclose the return form with the merchandise.
3. Use the UPS prepaid return label and bring the package to your nearest UPS shipper/drop off location.  
We will ship your replacement item(s) within the continental U.S. at no extra charge.

All returned merchandise will be charged a \$8.50 return processing fee, which will be deducted from your merchandise credit or refund. We will waive the return processing fee for item(s) returned within 30 days for the following reasons:

- Damaged/defective merchandise
- Exchange orders

Shipping and handling charges are non-refundable, unless an error occurred on our part while shipping your order. Refunds for returned items will be issued in the original form of payment.

### Additional information and exceptions:

- Custom suiting (offered in-store) and custom dress shirts cannot be returned for a full refund or exchange.
- Returned products must be in new condition and in the original packaging. We are unable to accept returns of assembled merchandise.

### International shipments:

We cannot offer merchandise exchanges on orders shipped internationally.

International orders must be returned via **Borderfree** and must be authorized using a Return Merchandise Authorization form. Please contact Customer Service to process this form and to receive shipment documentation. Refunds on international orders include duties, taxes and tariffs when sent with this form. **Borderfree** will credit your account upon receipt of the merchandise at the international hub.

Returns sent without the appropriate documentation may not be refunded the full amount. Unfortunately, we cannot refund your original domestic and international shipping charges. We cannot refund duties, taxes and tariffs if an item is returned directly to one of our retail stores. We cannot offer free returns on international orders.

*\*All items must be returned within 30 days of package receipt.*