



# Merchandise Return

<b>Returning Merchandise Order Number:</b>	<b>Date</b>
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Quantity	Color	Description and Size	Reason Code #	Exchange or Return

**Return Reason Codes**  
Record appropriate number in the Reason Code # column above.

1. Unsatisfactory	8. Overall garment too small	Further explanation:
2. Defective construction	9. Too short	
3. Did not like styling	10. Too long	
4. Did not like color	11. Shipping damage	
5. Bust too small	12. Wrong item shipped	
6. Bust too large	13. Other: _____	
7. Overall garment too large		

**Please Exchange For:**

Quantity	Color	Description and Size	Unit Price	Total Price

**New York Residents Add 8.875% Sales Tax**

**Ship To (if different from address on file):**      Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Method of Payment**  
If the total of your exchange or new order exceeds the value of your return, please provide a method of payment, (select one)

Credit Card

USPS Money Order enclosed

**Credit Card Information**

Visa    Mastercard    American Express

Discover

Card #: \_\_\_\_\_

Exp. Date (MM/YY): \_\_\_\_\_ CVV: \_\_\_\_\_

**Send this form, merchandise, and payment to:**  
 Kristen Allen  
 Exclusively Kristen  
 34194 Aurora Road, suite 104  
 Solon, OH 44139-3803

Signature: \_\_\_\_\_