



RETURN/EXCHANGE FORM

Step 1:

Send an email to info@kinnebar.com with your name, address and order number to obtain a Return Authorizaton number.

Step 2:

Once received, fill in your Return Authorization Number here:

Step 3:

Fill out the remainder of this form and choose RETURN AND/OR EXCHANGE:

Order Date	Order number

FILL OUT THE PRODUCT YOU WANT TO RETURN:

Quantity	Product	Price	Reason Code



Reason codes:
1 - QUALITY FAULT
2 - FIT/SIZE ISSUE
3 - INCORRECT ITEM
4 - ARRIVED TOO LATE
5 - OTHER (explain)

IF YOU WISH TO EXCHANGE IT, WHAT PRODUCT WOULD YOU LIKE INSTEAD:

Quantity	Product	Price	Reason Code

Step 4:

Place this form in your return package and send your return to:

RSVP Communications - KINNEBAR
8765 W Market St, Greensboro, NC 27409

Returns + Exchanges

You have 30 calendar days to return an item from the date you received it. Please enclose your proof of purchase it was sent to you via email.

To be eligible for a return or exchange, your item must be in the original packaging.

Refunds

Once we receive your item, we will inspect it and notify you that we have received your returned item. We will notify you on the status of your refund after inspecting the item. If your return is approved, we will initiate a refund to your credit card (or original method of payment). You will receive the credit depending on your card issuer's policies.

Shipping

You will be responsible for paying for your own shipping costs for returning your item, unless there was a manufacturer's defect. Shipping costs are non-refundable.

Contact us:

Phone: 704-360-4483
E-mail: info@kinnebar.com

INTERNAL USE:	
Date Received:	
Form Received:	
Proof of purchase Rec:	
Result:	
<i>revised 3/15/24</i>	