

## Return & Exchange Form Instructions

If at any point you are not satisfied with your Collared Greens product, follow the steps below and we will either replace it or refund your original payment. No questions asked. We trust you. That's the **CG 100% Wide Open Guarantee**.

1. Complete this form and send it back along with the items you are returning. Please include your order number-you can find this on your receipt, in an order confirmation email or your CG online account.
2. VISIT [www.collared-greens.returnly.com](http://www.collared-greens.returnly.com) to submit your return/exchange and receive a pre-paid return label.
3. Drop off your package at your local USPS station or leave it at your mailbox for pick-up.
4. Once the return package is received, we will email an update on the status of your refund and/or exchange. We want our return process to be as quick and easy as possible, so if you have any questions or concerns please call us at **804-756-6800** or email us at **info@collaredgreens.com**.

### How would you like us to handle your Return/Exchange?

- Exchange (Fill Out Steps 1-3)    
  Credit Original Form of Payment (Fill Out Steps 1 & 2 Only)    
  Gift Card (Fill Out Steps 1 & 2 Only)

### Step 1 - Contact & Shipping Info    Original Order # : \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Shipping Address (Needed for Exchanges Only): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Step 2 - Returns

ITEM/SKU#	ITEM DESCRIPTION	COLOR	SIZE	QTY	PRICE
<i>MT- 1115 - 04</i>	<i>James Necktie</i>	<i>Blue</i>	<i>N/A</i>	<i>1</i>	<i>\$85.00</i>

### Step 3 - Exchanges

ITEM/SKU#	ITEM DESCRIPTION	COLOR	SIZE	QTY	PRICE
<i>MT- 2003 - 03</i>	<i>Gatsby Necktie</i>	<i>Black</i>	<i>N/A</i>	<i>1</i>	<i>\$85.00</i>

Reason For Return / Additional Comments: \_\_\_\_\_

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