



100 E Whitestone Blvd STE 148
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www.emeraldoakco.com

EMERALD & OAK
RETURN AUTHORIZATION FORM

A Return Authorization number issued by Emerald & Oak Co is required for all returns. Please complete this form and submit to Emerald & Oak Co to receive a return number **PRIOR TO SHIPPING A RETURN**. *Thank you!*

Customer Name: _____

Contact Name: _____

Telephone _____ Fax _____ Email _____

Purchase order # _____ Invoice # _____

Reason for Return	Style Number	Color	Size	Quantity

- Return Authorization Number must be clearly marked on the outside of the package
- Please enclose a copy of the invoice, packing slip, or purchase order with the return
- No goods will be accepted for return after 30 days from the invoice date
- Merchandise must be returned within 7 days of receiving return authorization number
- No embellished items will be accepted back for credit or refunds
- All garments being returned for repair must be clean with the required repair identifiable
- No credit will be issued for final sale, discontinued items, or discounted samples
- Packaged items must be returned in original packaging for proper credit
- Fruit of the Loom, Jerzees, and King Fashions items are non-refundable unless they have a factory defect
- A 10% restocking charge will apply to all items authorized for return (excluding samples and defective items)

If not followed completely, returned goods may be refused.

PLEASE RETURN VIA EMAIL PRIOR RETURN TO
hello@emeraldoakco.com

For office use only

Return Authorization# _____