



## RETURN / EXCHANGE FORM

Three Bears Headquarters values your business, and as a valued customer, we guarantee the quality of each product. However, if you find our merchandise unsatisfactory or defective, please read our return/exchange policy below:

- » **RETURNS / EXCHANGES** must include a return authorization number, copy of receipt, and the form below. Please email [shopthreebears@yahoo.com](mailto:shopthreebears@yahoo.com) to obtain an **authorization number**. Orders without this number cannot be returned.
- » **RETURNS / EXCHANGES:** All items must be received within **14 days of purchase date from 3BH warehouse**. All returns must be unworn, unwashed, unaltered, and include original tags still attached. **ALL SALES FOR HATS, HEADBANDS, INTIMATES, AND SALE ITEMS ARE FINAL.**
- » **DAMAGED OR INCORRECT ITEMS:** Please notify us within 3 days of receipt to be eligible for a refund/exchange.
- » **DISCONTINUED ITEMS:** All discontinued item or unavailable sizes will be processed as a return and you will be notified by email.
- » **PROMOTIONAL ITEMS:** If you are returning an item from a promotional sale (i.e. BOGO or FREE SHIPPING) the shipping amount will be deducted from your refund amount.
- » **CREDIT / PROCESSING TIMES:** All returns/exchanges will be processed within 3 business days of receipt in our warehouse. Returns will be credited to the original form of payment and you will receive an email confirmation upon completion. Please allow 3-5 business days to see a refund on your account. Exchanges will be mailed within 3 days of receiving original order in our warehouse.

Please cut & return the bottom with your return

» <b>CUSTOMER INFORMATION</b>				
<b>ORDER #:</b>	<b>RA #:</b>	<b>NAME ON ORDER:</b>		
<b>STREET ADDRESS:</b>				
<b>CITY:</b>	<b>STATE:</b>	<b>POSTAL CODE:</b>		
<b>EMAIL:</b>		<b>PHONE #:</b>		
» <b>RETURN CODES</b>		<i>For size exchanges, please include what size you would like</i>		
1. Too small	2. Too Large	3. Defective	4. Do not like styling	5. Do not like material
6. Changed mind	7. Do not like color	8. Wrong item sent	9. Exchange	10. Other
» <b>ITEMS BEING RETURNED</b>				
<b>ITEM NUMBER / DESCRIPTION</b>	<b>COLOR.</b>	<b>SIZE</b>	<b>QTY.</b>	<b>PRICE.</b>