

# RETURN & EXCHANGE FORM



Invoice #: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Name: \_\_\_\_\_

We want to make Returns and/or Exchanges easy for you.  
You can help to expedite the Return and/or Exchange by providing the following:

## RETURNS/EXCHANGES:

Circle item(s) you are returning on the invoice (front page). Invoice must be enclosed with a Return/Exchange.

**Reason for Return:** Help us improve our product/service by checking the reason for the Return. Additional comments are greatly appreciated. Thank you!

- Wrong size       Unhappy with fit       Defective construction  
 Wrong length       Unhappy with fabric or color       Other

**Refund:** Check box for a full refund of the merchandise. Shipping charges are not refunded.  
Refund is made to the card used at purchase.

## EXCHANGE FOR: (Item(s) you would like for us to ship to you in exchange)

Please write name of the item(s), size, length and SKU# (if available). You may also write on the invoice (front page of this form).

Name of skirt \_\_\_\_\_ size & length \_\_\_\_\_ SKU# \_\_\_\_\_ Price \_\_\_\_\_

Name of skirt \_\_\_\_\_ size & length \_\_\_\_\_ SKU# \_\_\_\_\_ Price \_\_\_\_\_

Name of skirt \_\_\_\_\_ size & length \_\_\_\_\_ SKU# \_\_\_\_\_ Price \_\_\_\_\_

Name of skirt \_\_\_\_\_ size & length \_\_\_\_\_ SKU# \_\_\_\_\_ Price \_\_\_\_\_

## RETURN POLICY:

1. No authorization is needed for a Return/Exchange
2. Customer pays for Return shipping; newCreation pays one time shipping for Exchanges in USA only
3. Enclose Invoice & Return/Exchange form with your Return
4. Returns must be made within 30 days of receipt to avoid a 10% admin/restocking fee
5. All Returns must be clean, unworn, unwashed and with the original tags
6. If the Exchange is less than the Return, we credit the card for the difference; if the Exchange is more than the Return we ask you enclose a check or call us with your credit card information.
7. For complete details see our website under: Shipping>Returns/Exchanges

## SHIP TO:

**newCreation Returns**  
**Suite 101, #233**  
**2950 Newmarket Street**  
**Bellingham, WA 98226-3872**