

## PRODUCT RETURN AND EXCHANGE FORM

Complete the form below and enclose with a copy of your order form and merchandise you would like to return or exchange.

Please send inquiries to: [info@taspens.com](mailto:info@taspens.com)/303-816-0429

ORDER #: \_\_\_\_\_

DATE OF PURCHASE: \_\_\_\_\_

LOCATION OF PURCHASE: \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

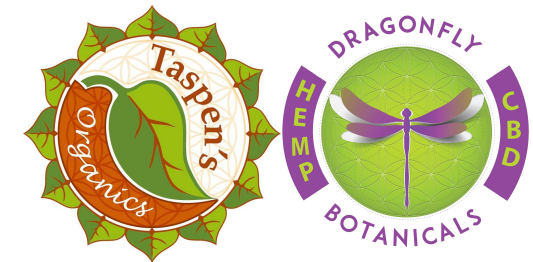
**1. Which item(s) would you like to return?** List free items (specify if returned or not)

| Item | Qty. | Lot # | MFG/<br>EXP Date | Reason for Return | Price |
|------|------|-------|------------------|-------------------|-------|
|      |      |       |                  |                   |       |
|      |      |       |                  |                   |       |
|      |      |       |                  |                   |       |

*\*please use back if needed*

**2. To Exchange, please specify below:**

| Item | Qty. | Price | Total |
|------|------|-------|-------|
|      |      |       |       |
|      |      |       |       |
|      |      |       |       |



**RETURN PACKAGES TO:**  
Taspens Organics & Dragonfly Botanicals  
ATTN Returns  
25797 Conifer Rd. #A-108  
Conifer, CO 80433

### EMPLOYEE ONLY

SALES REP (who sold ORIGINAL transaction)  
\_\_\_\_\_

DATE OF RETURN/EXCH processed \_\_\_\_\_

If EXCH: New Order/Receipt# \_\_\_\_\_

Processing Employee \_\_\_\_\_

### CONIFER CSR PROCESSING ONLY

Received from Mail Date \_\_\_\_\_

Logged By/Date (Initials/where/Date)  
\_\_\_\_\_

Condition(circle) RTS in orig pkging /  
Opened / delivered but unopened product  
used/ damaged / Did not return item /empty  
Sent to Quarantine? Date? If No, Why?  
\_\_\_\_\_

Email Sent? From? \_\_\_\_\_

**3. Select if you do not want an exchange & instead want a REFUND, please check your ORIGINAL payment method at time of purchase:**

☐ Credit Card: ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover ☐ Cash ☐ Check

Last 4 Digits of CC used: \_\_\_\_\_

[www.DragonflyHempCBD.com](http://www.DragonflyHempCBD.com)  
[www.Taspens.com](http://www.Taspens.com)