



Refund Request Form

Customer Contact Information:

Name: _____
 Address: _____
 City: _____ ST: _____ ZIP: _____
 Phone: __ (____) _____
 Email: _____

INTERNAL USE ONLY

Refund Request #:

Date Processed:

Reason for refund request:

Description of returned merchandise:	Purchase Price	Date of Purchase
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

(IMPORTANT NOTE: On the reverse side of this form, please list the merchandise being returned.)

DID YOU REMEMBER TO:

1. Complete the Refund Request Form
2. Properly pack the merchandise so as to prevent damage during the shipping and handling process.
3. Include a copy of the original purchase receipt

By the placing of my signature below, I acknowledge that the merchandise I am returning for refund has not been worn, faded, or damaged, and that all tags and labels are intact and still attached to the merchandise.

CUSTOMER SIGNATURE

DATE

INTERNAL USE ONLY

Original method of payment: American Express Visa MasterCard
 Cash Money Order Cashier's Check

Refund Approved Refund Disapproved

Amount refunded: \$ _____ **Method of customer refund:** _____