

If you are ever unsatisfied with any non-embroidered item, in original condition (with tags attached) they may be returned or exchanged within 30 days of receipt. Postage, shipping, & handling are non-refundable. Return items prepaid & insured through the carrier of your choice to the address in step 6. Please read our return policy on web site before filling out.

Return/Exchange Form

STEP 1

Fill out Contact/Ship To Information

ORDER # _____
 NAME _____
 ADDRESS _____
 CITY _____
 STATE _____ ZIP _____
 DAYTIME PHONE NUMBER (____) _____
 EVENING PHONE NUMBER (____) _____
 E-MAIL _____

STEP 2

List items you are returning including reason for return. (See chart below)

REASON	ITEM NUMBER	DESCRIPTION	COLOR	SIZE	QTY

REASON CODES: Enter the reason code in step 2.

FIT

- 51. Too Small
- 52. Too Big
- 53. Too Narrow
- 54. Too Wide
- 55. Too Long
- 56. Too Short

QUALITY

- 61. Damaged/Defective
- 62. Missing parts/hardware
- 63. Damaged during shipping
- 64. Poor quality
- 65. Comfort not as expected

SERVICE

- 71. Not as expected
- 72. Arrived too late
- 73. Ordered 2 sizes, kept 1
- 74. Wrong item arrived

OTHER

- 81. Changed mind
- 82. Did not like style/color
- 83. Did not like fabric

STEP 3

How would you like us to handle your return/exchange?

- Exchange Item (Please fill out reorder section below)
 Gift Card
 Refund in form of original payment
 I am returning a gift. Please send:
 Exchange Gift Card

STEP 4

EXCHANGE ITEMS:

ITEM NUMBER	DESCRIPTION	SIZE	SHIRT SLEEVE LENGTH	PANT INSEAM LENGTH	CUFFS Y OR N	COLOR	ALTERNATE COLOR	QUANTITY	PRICE	TOTAL

STEP 5

METHOD OF PAYMENT: If the total of your exchange or new order exceeds the value of your return, please provide a method of payment.

- American Express
 Discover
 MasterCard
 Visa

Card Number

Expiration Date /

Gift Card

PIN

STEP 6

Enclose the return form with merchandise. Return through any insured mail to address below:
 Returns, 47 Highland Pavilion CT, Suite 103, Hiram, GA 30141

Return/Exchange Information

Apparel and Shoe items:

If, for any reason, you are not satisfied with your online purchase, we will accept returns and exchanges of unworn, unwashed, and unaltered (including embroidery) merchandise within 30 days of purchase.*

1. Please complete the return/exchange form, indicating how you would like us to handle your return.
2. Enclose the return form with the merchandise.
3. Items purchased at a uniform sale or via payroll deduct are exchange only or a gift card may be issued.

Shipping and handling charges are non-refundable, unless an error occurred on our part while shipping your order. Refunds for returned items will be issued in the original form of payment.

Additional information and exceptions:

- Returned products must be in new condition and in the original packaging.

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