

Return/Exchange Form

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.

STEP 1 Fill out Contact/Ship To Information	STEP 2 List items you are returning including reason for return. (See chart below)							
ORDER#	REASON	ITEM N	NUMBER		ESCRIPTION	COLOR	SIZE	QTY
NAME								\Box
ADDRESS								+-
CITY				 				+
STATEZIP								
DAYTIME PHONE NUMBER ()								
EVENING PHONE NUMBER ()				-				+-
E-MAIL							1	++
REASON CODES: Enter the reason code in step 2.								
FIT Too Small 61. Damaged/Defective 71. Not as expected 81. Changed mind 52. Too Big 62. Missing parts/hardware 72. Arrived too late 82. Did not like style/color 53. Too Narrow 63. Damaged during shipping 73. Ordered 2 sizes, kept 1 54. Too Wide 64. Poor quality 74. Wrong item arrived 55. Too Long 65. Comfort not as expected 56. Too Short								
STEP 3 How would you like us to handle your return/exchange? □ Exchange Item (Please fill out reorder section below) □ Refund in form of original payment □ I am returning a gift. Please send: □ Exchange □ Gift Card								
STEP 4 EXCHANGE ITEMS:								
ITEM DESCRIPTION SIZE SHIRT SLE NUMBER DESCRIPTION SIZE SHIRT SLE LENGT		TINSEAM ENGTH	CUFFS YOR N	COLOR	ALTERNATE COLOR	QUANTITY	PRICE T	OTAL
								\dashv
STEP 5 METHOD OF PAYMENT: If the total of your exchange or new order exceeds	s the value	of your re	turn, plea	ase provide a	method of payment.			
☐ American Express ☐ Discover] Maste	Card		□Visa	1		
Card Number					Expiratio	n Date		
Gift Card					PIN			
STEP 6 Enclose the return form with merchandise. Return through any insured r	mail to addr	ess belov	v:					

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.

*