

# RETURN | EXCHANGE FORM

Customer Name:			
Employee ID#:			(if applicable)
Customer Address:			
	City	State	Zip
Customer Phone#:			

### Enclose this completed form with ALL return packages.

HPI will do everything possible to expedite the handling of your return. Please allow us sufficient time to receive and inspect the merchandise, and then accurately carry out your detailed instructions as provided below.

# **MERCHANDISE TO BE EXCHANGED:**

**NOTE** : All return/exchange requests MUST be submitted within 60 days of receiving your order. Personalized (e.g. name drop), discontinued or closeout items **CANNOT** be returned/exchanged.

- 1. Include a copy of your invoice or packing slip AND a copy of this completed "Return & Exchange Form" in the package being returned.
- 2. Circle all items to be "exchanged" on your invoice or packing slip.
- **3.** No invoice or packing slip? List all "return" and "replace with" items in the appropriate box below. However, please note:

#### HPI MUST have your original invoice/packing slip NUMBER before any exchanges will be processed.

- 4. Please be sure to record your "reason for return" (see code numbers on back page) next to each item.
- 5. Use a strong carton for shipping and securely seal your package.
- 6. Return your package by the carrier of your choice.

**NOTE: All exchanges must be for like items and in the same gender group** (Ex: a large female front end t-shirt can only be exchanged for another size of the female front end t-shirt)

		<u> </u>			(RE	EQUIRED)
RETURN FOR EXCHANGE: Invoice/Packing Slip #						
Reason (Code)	Style #	Description	Color	Size	Qty	Price Ea.
REPLACE WITH:						
REPLACE WITH:						
REPLACE WITH:						
REPLACE WITH:						
REPLACE WITH:						

304 Superior Dr • Eudora, AR 71640 phone: 678-942-1800 • toll free: 800-729-9050 • fax: 866-897-2289

### RETURN | EXCHANGE FORM

# MERCHANDISE TO BE RETURNED FOR CREDIT:

**NOTE** : All return/exchange requests MUST be submitted within 60 days of receiving your order. Personalized (e.g. name drop), discontinued or closeout items **CANNOT** be returned/exchanged.

- 1. Include a copy of your invoice or packing slip AND a copy of this completed "Return & Exchange Form" in the package being returned.
- 2. Circle all items to be "returned for credit" on your invoice or packing slip.
- 3. No invoice or packing slip? List all "return for credit" items in the appropriate box below.

However, please note:

### HPI MUST have your original in voice/packing slip NUMBER before any returns for credit will be processed.

- 4. Please be sure to record your "reason for return" (see below) next to each item.
- 5. Use a strong carton for shipping and securely seal your package.
- 6. Return your package by the carrier of your choice.

					(R	EQUIRED)
<b>RETURN FOR CREDIT:</b>			Invoice/Packing Slip #			
Reason (Code)	Style #	Description	Color	Size	Qty	Price Ea.

### Reason(s) for Return (Codes)

FIT Tag James		QUALITY	SERVICE	OTHER	
Too Small	Too Large				
16 Overall	22 Overall	28 Defective,	30 Wrong item	34 Change in	
17 Bust/Chest	23 Bust/Chest	damaged or soiled	shipped	employment status	
18 Waist	24 Waist	301100	31 Goods damaged	SIGIUS	
19 Hips	<b>25</b> Hips	29 Unsatisfactory product quality	during shipping	OTHER: Write in	
<b>20</b> Too short	26 Too long		32 Wrong item	Reason <b>(Code)</b> column	
21 Sleeves short	27 Sleeves long		ordered by HPI	CONTIN	

# SHIP ALL RETURN PACKAGES TO:

Attn: Customer Returns 304 Superior Dr • Eudora, AR 71640