



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.

(REQUIRED)

RETURN FOR CREDIT:

Invoice/Packing Slip #

| Reason (Code) | Style # | Description | Color | Size | Qty | Price Ea. |
|---------------|---------|-------------|-------|------|-----|-----------|
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Reason(s) for Return (Codes)

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

SHIP ALL RETURN PACKAGES TO:


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