



4995 Aircenter Circle, Unit 104 Reno NV 89502

OFFICE USE ONLY

U 08/21

RETURN AND EXCHANGE FORM

Order Number

Customer Number

ORDERED BY
(Please Print)

SHIP REPLACEMENT MERCHANDISE OR REFUND TO
(Please Print)

Address

Address

Apt. #

P.O. Box

Apt. #

P.O. Box

City

City

State

Zip

State

Zip

Date Returned

Home Telephone

Business Telephone

Fax

ITEMS TO BE RETURNED

Requested course of action:

Exchange

Refund

REASON FOR RETURN

A. Not Satisfied

D. Shipped product in error

G. Other

B. Defective

E. Received damaged

C. Ordered in error

F. Wrong size

PRODUCT #	DESCRIPTION	QTY.	RETURN REASON CODE

COMMENTS

NEW MERCHANDISE ONLY

Please indicate below any new merchandise you wish to order. Your refund will be applied to this order. Shipping is applicable unless it is a straight exchange (e.g., exchange or a defective product).

PRODUCT #	DESCRIPTION	QTY.	UNIT PRICE	TOTAL

<p>If we are out of stock on an item, it is likely that we will have more soon. Should we:</p> <p><input type="checkbox"/> Ship item as soon as possible at no extra shipping charge?</p> <p>OR</p> <p><input type="checkbox"/> Cancel your order for this item?</p>	<p>SHIPPING & HANDLING FEE: For ground delivery to one USA address.*</p> <p>\$7.95 on orders up to \$20.00 \$8.95 on orders \$20.01 to \$40.00 \$9.95 on orders \$40.01 to \$100.00 \$11.95 on orders \$100.01 to \$150.00 \$13.95 on orders over \$150.00</p>	<p>* Shipping rates for Alaska, Hawaii and the U.S. Territories are quoted on an individual basis by our Customer Service Department.</p> <p>Rates are current at the time of publication. Shipping surcharges (in addition to our regular charges) are applicable on extra-heavy/long products, as indicated in our catalog.</p>	TOTAL OF GOODS
			SHIPPING AND HANDLING (including surcharges)
<p>METHOD OF PAYMENT – DO NOT SEND CASH</p> <p><input type="checkbox"/> CHECK OR MONEY ORDER BY MAIL ONLY. IF YOU HAVE OVERPAID, A REFUND WILL BE SENT TO YOU. SORRY, NO C.O.D.s.</p> <p><input type="checkbox"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>X SIGNATURE REQUIRED IF PAYING BY CREDIT CARD</p> <p><input type="checkbox"/> Lee Valley Gift Card <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>			SUBTOTAL
<p>EXP. DATE</p> <p><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>MONTH YEAR</p>			<p>Add sales tax applicable to the delivery address for the following states: AR, AZ, CA, CO, CT, DC, FL, GA, HI, IA, ID, IL, IN, KY, LA, MA, MD, ME, MI, MN, NC, ND, NE, NJ, NM, NV, NY, OH, OK, PA, RI, SC, SD, TN, TX, UT, VA, VT, WA, WI, WV, WY</p>
<p>LESS VALUE OF GOODS RETURNED</p>			GRAND TOTAL (U.S. funds. Do not send cash.)