

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		State	
Zip		Zip	
Date Returned	Home Telephone	Business Telephone	Fax

ITEMS TO BE RETURNED	REASON FOR RETURN
Requested course of action:	A. Not Satisfied D. Shipped product in error G. Other
Exchange <input type="checkbox"/>	B. Defective E. Received damaged
Refund <input type="checkbox"/>	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

If we are out of stock on an item, it is likely that we will have more soon. Should we: <input type="checkbox"/> Ship item as soon as possible at no extra shipping charge? OR <input type="checkbox"/> Cancel your order for this item?	SHIPPING & HANDLING FEE: For ground delivery to one USA address.* \$7.95 on orders up to \$20.00 \$8.95 on orders \$20.01 to \$50.00 \$9.95 on orders \$50.01 to \$100.00 \$11.95 on orders \$100.01 to \$150.00 \$13.95 on orders over \$150.00	* Shipping rates for Alaska, Hawaii and the U.S. Territories are quoted on an individual basis by our Customer Service Department. 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.	TOTAL OF GOODS
			SHIPPING AND HANDLING (including surcharges)
			SUBTOTAL

METHOD OF PAYMENT – DO NOT SEND CASH <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. <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"/>	EXPIRY DATE <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> MONTH YEAR	Add sales tax applicable to the delivery address for the following states: AZ, CA, CO, CT, DC, 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
<input checked="" type="checkbox"/> SIGNATURE REQUIRED IF PAYING BY CREDIT CARD _____		
<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"/>		LESS VALUE OF GOODS RETURNED
		GRAND TOTAL (U.S. funds. Do not send cash.)