Lee Valley 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
B. Defective
C. Ordered in error
D. Shipped product in error
E. Received damaged
F. Wrong size
G. Other

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:

☐ Ship item as soon as possible at no extra shipping charge?

OR

☐ Cancel your order for this item?

SHIPPING & HANDLING FEE:
For ground delivery to one USA address.*
Orders up to $49.99 - $10.00
Orders $50 and above – Free

* 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	
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	
LESS VALUE OF GOODS RETURNED	
GRAND TOTAL (U.S. funds. Do not send cash.)	

METHOD OF PAYMENT – DO NOT SEND CASH

☐ **CHECK OR MONEY ORDER BY MAIL ONLY.**
IF YOU HAVE OVERPAID, A REFUND WILL BE SENT TO YOU. SORRY, NO C.O.D.s.

☐ VISA MasterCard DISCOVER

EXPIRY DATE

✘ _____ MONTH YEAR

SIGNATURE REQUIRED IF PAYING BY CREDIT CARD

☐ **Lee Valley Gift Card**