



# Return and Exchange Form

Please type in the appropriate information below, then print this form.  
(or you may print the form and complete it by hand)

Have Any Questions: 1-800-414-8946  
programs@shumsky.com

**Step 1** Original Order#: \_\_\_\_\_ Employee ID# (if applicable) \_\_\_\_\_

**Originally Purchased by:**  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Send Refund or Exchange to:** (if different from left)  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Please select one of the following options:**     Exchange for another item(s) (if this box is checked please fill out steps 2, 3 and 4)     Reimburse my original method of payment. (if this box is checked fill out step 2 only)

**Step 2 - Returns** In the form below please indicate the item(s) you are returning, including a reason code.

Reason Code	Item #	Color	Size	Quantity	Item Name	Price	Total

## Reason Codes

Quality	Satisfaction	Service/Website	Personal
1. Quality Unsatisfactory	21. Did not like styling	31. Damaged in shipment	41. Item too large
2. Defective Construction	22. Did not like fabric	32. Wrong item shipped	42. Item too small
3. Care Instructions failed	23. Did not like color	33. Not as described	43. No longer need
	24. Price too high	34. Not as pictured	44. Changed Mind
			45. Wrong Item Ordered

**Step 3 - Exchanges**    \* Exchange items must be of equal or less value.  
\* A new order must be placed on the website for higher value.

Item #	Color	Size	Quantity	Item Name	Price	Total

**Step 4 - Enclose Form and Ship Return to the Address Below**