

# **Return Form**

Original Order # (if available): \_\_\_\_

Contact Information:	
Name	
Address	
	State/Prov Zip
Email	
Phone	Date

### Returning

Item #	Description	Quantity	Color	Size	Reason

## Ordering

Item #	Description	Quantity	Color	Size	Reason	
Method of Payment       (check one):     Check     Credit Card		Expiration Date   Image: Second state Image: Second state   month year   Credit Card #			Order: Tax:	
		x				Shipping:
American Express Visa		Signature (as shown on credit card)			Total:	

Please use clear tape to attach this return label to your package.

Return Label	Please add correct postage
SCHOOL	IME •
7745 JEFFERSON BATON ROUGE LA	: wil

#### To return merchandise:

- Fill out the form and include it in the package with the merchandise and packing slip
- Use the mailing label provided
- Send package back with an insured or tracked service

Allow 15 business days for your order to be received and processed. Credit will be issued to your credit card and returned merchandise exchanged or newly ordered merchandise will be charged to your credit card along with any additional shipping charges. For items purchased by check, a School Time check will be issued.

#### Questions? Call (225) 926-5371 • Fax (225) 926-5307 • webservices@schooltimeuniforms.com

**Return Policy:** All returned merchandise must have original tags attached. No refunds or exchanges on garments that have been worn, washed, altered, or personally monogrammed. We will gladly issue a full refund within 90 days of your purchase with the original receipt and tags attached. After 90 days a store credit will be issued or the item may be exchanged. All refunds will be issued in the original tender. Refunds on credit/debit cards will be given credit on the card originally charged. Refunds on items paid with a check will be processed after a 10 business day check waiting period. The refund check will be mailed from the corporate office. Refunds on items paid with cash will be given cash. **We appreciate your business!**