



4995 Aircenter Circle, Unit 104 Reno NV 89502

OFFICE USE ONLY U 09/24

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 <input type="checkbox"/> Refund <input type="checkbox"/>	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
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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.* 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.	
Paying for Your Order – Do Not Send Cash <i>Please call Customer Service at 1-800-871-8158 to pay over the phone with a credit card or Lee Valley gift card.</i>			GRAND TOTAL (U.S. funds. Do not send cash.)	