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**PRODUCT RETURN POLICY/FORM**

Thank you for choosing Uniform & Accessories Warehouse for your recent order! Please read the following information concerning our return policy.

- If you are not satisfied when you receive your order, contact us **immediately**. You must call in your claim within 15 days of receipt of your order for credit card or cash refunds. Next, complete the requested information below so your return can be processed quickly and efficiently.
- For you to receive authorized credits, exchanges or replacements, items must be returned to us in the **same condition and packaging** in which you received them, **within 30 days of purchase**. **Those items not returned to us in their original condition and packaging may not receive a credit.**
- When you need to return an order, please prepare your return(s) for pick-up. Each return situation will be addressed individually insofar as responsibility for shipping charges are concerned. If Uniform Warehouse is responsible, we will arrange for UPS, which is our shipping carrier at this time, to pick up your order, and we will provide you with return information. We will contact you by telephone as soon as we receive the returned shipment.
- Orders not cancelled prior to shipping may incur a restocking fee of Five Percent (5%) of the total amount of the related invoice.

Quality customer service is our top priority. We apologize if there is an occasional problem with your order, and thank you for your continued confidence in us.

**RETURN INFORMATION**

Date: \_\_\_\_\_ Date of purchase: \_\_\_\_\_ Invoice # \_\_\_\_\_

Company/Client Name: \_\_\_\_\_

Type of order: Company \_\_\_\_\_ Personal \_\_\_\_\_ Web/E-Mail \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Customer Service Rep Name: \_\_\_\_\_

Reason for return: \_\_\_\_\_

Uniform Warehouse & Accessories Authorization: \_\_\_\_\_