



# EXCHANGE FORM

## STEP ONE FILL OUT CONTACT/SHIP TO INFORMATION

## STEP TWO LIST ITEMS YOU ARE EXCHANGING INCLUDING REASON FOR RETURN

ORDER # \_\_\_\_\_  
 NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_  
 STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 DAYTIME PHONE NUMBER (\_\_\_\_) \_\_\_\_\_  
 EVENING PHONE NUMBER (\_\_\_\_) \_\_\_\_\_  
 E-MAIL \_\_\_\_\_

REASON	ITEM NUMBER	DESCRIPTION	COLOR	SIZE	QTY

REASON CODES: Enter the reason code in step 2.

### FIT

- 51. Too Small
- 52. Too Big
- 53. Too Narrow
- 54. Too Wide
- 55. Too Long
- 56. Too Short

### QUALITY

- 61. Damaged/Defective
- 62. Missing parts/hardware
- 63. Damaged during shipping
- 64. Poor quality
- 65. Comfort not as expected

### SERVICE

- 71. Not as expected
- 72. Arrived too late
- 73. Ordered 2 sizes, kept 1
- 74. Wrong item arrived

### OTHER

- 81. Changed mind
- 82. Did not like style/color
- 83. Did not like fabric

## STEP THREE HOW WOULD YOU LIKE US TO HANDLE YOUR EXCHANGE?

Exchange Item (Please fill out reorder section below)

## STEP FOUR EXCHANGE ITEMS:

ITEM NUMBER	DESCRIPTION	SIZE	SHIRT SLEEVE LENGTH	PANT INSEAM LENGTH	CUFFS Y OR N	COLOR	ALTERNATE COLOR	QUANTITY	PRICE	TOTAL

## STEP FIVE METHOD OF PAYMENT: if the total of your payment or new order exceeds the value of your return, please provide a payment method.

American Express

Discover

MasterCard

Visa

Card Number

Expiration Date  /

Gift Card

PIN

## STEP SIX ENCLOSE THE RETURN FORM WITH MERCHANDISE. ATTACH THE RETURN LABEL PROVIDED IN YOUR SHIPMENT. RETURN MAIL TO: The Para Girls P.O. Box 691 Bala Cynwyd, Pa. 19004

Please see reverse side for complete policy details.