**RETURN ORDER FORM TEMPLATE**

**LOGO**

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| Company Name |
| 123 Main Street |
| Hamilton, OH 44416 |
| (321) 456-7890 |
| Email Address |
| Web Address |

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| **STEP 1** |
| PROVIDE PURCHASE AND PURCHASER INFO |
| **NAME** |  | **ORDER NO.** if known |
| **BUS. NAME** if applicable |  |  |
| **STREET ADDRESS** |  | **ORDER DATE** if known |
| **CITY / STATE / ZIP** |  |  |
| **EMAIL** |  | **DELIVERY DATE** if known |
| **PHONE** |  |  |

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| **STEP 2** |
| RETURN ITEM AND REASON |
| **ITEM NO.** | **REASON FOR RETURN** | **QTY** | **PRICE** |
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| **STEP 3** |
| PROVIDE ADDITIONAL COMMENTS optional |
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| **STEP 4** |
| ENCLOSE RETURN FORM WITH MERCHANDISE IN WELL-SEALED BOX. MAIL TO ADDRESS, BELOW.  |
| Company NameATTN: Returns123 Main StreetHamilton, OH 44416 |

**RETURN POLICY**

**LOGO**

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| **DATE OF UPDATE** |  |
| **VERSION NO.** | 0.0.0 |

**Thank you for your business.**

Not satisfied with your purchase? We’re here to help.

Following are the terms and conditions that constitute our Return Policy.

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| **RETURNS** |
| * Returns must be initiated within 00 days from the date you received your purchase.
* Items must be in their original state and condition and in the original packaging.
* Include any invoice, packing slip, or proof of purchase.
* Please allow 00-00 business days for the processing of returned items.
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| **REFUNDS** |
| * Customers will be notified via email upon receipt of returned item.
* An additional email will be sent within 00 business days of receipt regarding the status of the return.
* It may take up to 00 days for a refund to post to the account utilized for purchase.
* A restocking fee of $00.00 may be deducted from your total refunded amount.
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| **SHIPPING AND HANDLING CHARGES** |
| * Shipping charges applied to the original purchase are non-refundable.
* Shipping costs for returned items are the responsibility of the customer and are non-refundable.
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| **EXCHANGES** |
| * We currently do not offer exchanges.

 –or–* Exchanges may be processed for items of the same price. Additional fees may apply.
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| **ADDITIONAL INFORMATION** |
| Your Company NameAttn: RETURNS123 Street NameCity, ST 12345-7890phone: 333-333-3333 X333 | email: returns@yourwebaddress.com |

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