

Customer Return/Exchange Form

DATE _____

BILL-TO NAME _____ *ORDER NO. _____

DAYTIME PHONE NO. _____ EMAIL _____

RETURNS: Please check here if you've received this item as a gift.

ITEM NO.	DESCRIPTION	COLOR	SIZE	QTY	PRICE	RETURN REASON CODE
					\$	

RETURN REASON CODES :

- | | | |
|-----------------------|--------------------------|---------------|
| 1 Item is too big | 5 Ordered multiple sizes | 9 Other _____ |
| 2 Item is too small | 6 Damaged in shipping | |
| 3 Do not like color | 7 Construction flaw | |
| 4 Do not like styling | 8 Shipping error | |

REPLACE/EXCHANGE WITH:

ITEM NO.	DESCRIPTION	COLOR	SIZE	QTY	PRICE
					\$

REPLACEMENT/EXCHANGE TOTAL \$

RETURNS TOTAL \$

TOTAL \$

(does not include tax and shipping fees)

PAYMENT (if exchange value is greater than original item, please charge my card as follows):

NAME ON CARD _____

MC / VISA _____ EXP DATE _____

American Express _____ EXP DATE _____

BILL-TO ADDRESS (if different from original order): ** SHIP-TO ADDRESS (if different from original order):

NAME _____ NAME _____

ADDRESS _____ ADDRESS _____

CITY _____ STATE _____ ZIP _____ CITY _____ STATE _____ ZIP _____

PHONE _____ PHONE _____

Be sure to include this form in the package you send back to us.

Please mail your return package to:

Sandra Ingrish & Co. c/o NorthBay Distribution
 Attn: Mary Kimbell
 2029 East Monte Vista Ave.
 Vacaville, CA 95688

* Please be sure to include an order number unless this item is a gift exchange.

** No delivery to P.O. boxes or APO/FPO addresses.