



We hope you enjoy your merchandise!

If you need to return or exchange any items from this invoice, please refer to the instructions below.

Please remember to save your tracking number for the package you are returning.

INSTRUCTIONS	PLEASE SPECIFY REASON
<p>1. Please fill out the necessary information on this form so that we can identify your account and process your return as quickly as possible.</p> <p>2. Include this form with the return shipment.</p> <p>3. Please ship to: CollegeGear.com Returns N 411 MAIN ST COLFAX WA 99111</p>	<p>Please choose the reason for your return:</p> <p><input type="checkbox"/> Product was defective or damaged, <input type="checkbox"/> Please exchange for new. <input type="checkbox"/> Please refund my card.</p> <p><input type="checkbox"/> Item does not fit, <input type="checkbox"/> Please send different size: _____. <input type="checkbox"/> Please refund my card.</p> <p><input type="checkbox"/> I was sent the wrong item, <input type="checkbox"/> Please send the correct item. <input type="checkbox"/> Please refund my card.</p> <p><input type="checkbox"/> FGN Help Desk Ticket #: _____.</p> <p><input type="checkbox"/> Other (Please Specify) _____ _____ _____ _____</p>
REFERENCE INFORMATION	
<p><i>(Required only if this form is not accompanied by a copy of the invoice or corrections are required.)</i></p> <p>_____</p> <p>Order Number <input type="checkbox"/> Ship To <input type="checkbox"/> Bill To <input type="checkbox"/> Both</p> <p>_____</p> <p>Name</p> <p>_____</p> <p>Address</p> <p>_____</p> <p>City _____ State _____ ZIP _____</p> <p>_____</p> <p>E-Mail Address</p> <p>_____</p> <p>Phone Number</p>	
RETURN/EXCHANGE POLICIES	
<ul style="list-style-type: none"> ▪ Within 30 days of receiving your order, you may return any or all items in their original condition with tags attached for a full refund, less shipping. If the return is a result of our error, we will happily refund your shipping cost. ▪ Exchanges require a \$5.99 shipping charge billed directly to the credit card on file, unless other arrangements have been made. (DO NOT SEND CASH) If an item, which you have requested for an exchange, is out of stock, your credit card will be refunded for the item returned to us. ▪ We will refund you in the same form of payment received within 21 business days of receiving your return. An e-mail confirmation will be sent upon completion of the refund. ▪ <u>If you are returning an item that was shipped to you directly from the manufacturer, please return the product to CollegeGear.com.</u> 	
CREDIT CARD INFORMATION	
<p><input type="checkbox"/> Card on file. <input type="checkbox"/> New card below.</p> <p>_____</p> <p>Account Number</p> <p>_____</p> <p>Expiration Date _____ Security Code _____</p> <p>_____</p> <p>Signature</p>	

Manufacturer ship times may vary and are clearly explained on our web site during your shopping experience. Thank you for shopping at CollegeGear.com!