



Customer Return/Exchange Form

DATE _____

BILL-TO NAME _____

ORDER NO. _____

CUSTOMER NO. _____

DAYTIME PHONE NO. _____

(in case we need to contact you about your return)

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

EMAIL _____

(help us communicate with you about your return)

RETURNS:

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

RETURN REASON CODES:

SIZING

- 01 Too big at chest
- 02 Too small at chest
- 03 Too big at waist/hips
- 04 Too small at waist/hips
- 05 Too long
- 06 Too short

PRODUCT/QUALITY

- 07 Do not like styling
- 08 Do not like color
- 09 Do not like fabric
- 10 Color faded or ran
- 11 Product shrank
- 12 Construction flaw

OTHERS

- 13 Ordered multiple sizes
(don't need them all)
- 14 Wrong item sent
- 15 Damaged in shipping
- 16 Other: _____

REPLACE/EXCHANGE WITH:

ITEM NO.	DESCRIPTION	COLOR	SIZE	QTY	PRICE
					\$

REPLACEMENT/EXCHANGE TOTAL	\$
RETURNS TOTAL	\$
TOTAL <small>(does not include tax and shipping fees)</small>	\$

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):

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____

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

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____

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

Please mail your return package to:

Tea Collection c/o NBD
Attn: Glenda Corpuz
2019 East Monte Vista Avenue, Door #A28
Vacaville, CA 95688