

ACME Inc.

Return and Exchange Form

Please type in the appropriate information below, then print this form.
(Or you may print the form and complete it by hand.)

Have Any Questions?
Please call us at 800-123-4567.

Step 1 Original Order # (if available):

Estimated Order Date:

Originally Purchased by: Address Change

Name:

Address:

(City) (State) (Zip)
Phone: () ()
(Daytime) (Evening)

Email Address:

Send Refund or Exchange to: (If different from left)

Name:

Address:

(City) (State) (Zip)
Phone: () ()
(Daytime) (Evening)

Email Address:

Please select one of the following options:

Exchange for another item(s).

Send me an ACME Gift Card for the amount of the refund.

Reimburse my original method of payment. (Gift recipients who select this option will receive a merchandise only gift card.)

Step 2-Returns

In the form below please indicate the item(s) you are returning, including a reason code.

Reason Code	Item #	Color	Size	Quantity	Item Name	Pirce	Total
23	KK123456	Navy	8	1	Example Item Only	59.00	59.00

Reason Codes

01 Unsatisfactory	33 Did not like color	23 Ordered wrong size	51 Shipping damage
02 Defective construction	21 Too small	25 Too short	52 Wrong item shipped
31 Did not like styling	22 Too large	36 Too long	

Step 3-Exchanges

For the fastest service, call Customer Service at 800-123-4567 to request a QuickExchange or place a new order online or by phone. We'll ship your new item right away. Note: If you use our QuickExchange option, you do not need to fill out Step 3.

Item	Style	Color Choice		Size	Sleeve Length & Inseam	Item Name	Monogramming		Qty.	Price	Total
		1st	2nd				Characters	Style			
LH123456	Plain	Tan	Olive	8	28	Example Item Only	Amanda	Block	1	49.95	49.95

Step 4

Method of Payment:

If the total of your exchange or new order exceeds the value of your return, please provide a method of payment. (Select one)

Credit Card

Check or Money Order enclosed

Gift Card, Gift Certificate or ACME Visa coupon dollars.

Enter # below (for Gift Cards, please include PIN).

Number:

PIN

Credit Card Information:

ACME® Visa®
VISA

MasterCard®
American Express

JCB Card™
Discover®/Novus® Cards

Card Number:

Exp. Date (MM/YY)

Signature: