

RETURN & REPLACEMENT INSTRUCTIONS



1013 Veterans Drive • Lewisburg, TN 37091
www.giftwrapcompany.com

When returning any part of your order, please fill in the information below and enclose this form in the package. Carefully package the merchandise to prevent damage in transit. Please insure it for full value and retain all your postal and insurance receipts for record. **SEND YOUR RETURN TO: 1013 VETERANS DRIVE, LEWISBURG, TN 37091 .**

IF DAMAGED IN SHIPMENT: Save merchandise and package it came in. Notify us by phone or E-mail for further instructions. Our Customer Service Representatives are available to assist you Monday-Friday 9:00 a.m. to 6:00 p.m. EST.

RETURNED MERCHANDISE								CHECK ONE	
CUST NO.	ORDER NO.	ITEM NO.	COLOR	SIZE	QTY	DESCRIPTION	REASON CODE	CHECK ONE	
								REPLACE SEE BELOW	REFUND

REASON FOR RETURN			
PRODUCT	QUALITY	SHIPPING	OTHER
1 TOO SMALL	10 DIDN'T LIKE QUALITY	20 ARRIVED TOO LATE	30 CHANGED MIND
2 TOO LARGE	11 DIFFERENT THAN PICTURED	21 WRONG ITEM SHIPPED	31 ORDERED TOO MANY
3 DIDN'T LIKE COLOR/STYLE	12 DAMAGED	22 ITEM NOT ON INVOICE	32 OTHER

REPLACEMENT OR ADDITIONAL MERCHANDISE						PRICE		
ITEM NO.	COLOR	SIZE	QTY	DESCRIPTION	PRICE		PRICE	
					EACH	TOTAL	EACH	TOTAL

PAYMENT FOR ADDITIONAL ITEMS OR DIFFERENCE ON EXCHANGED ITEMS	<input type="checkbox"/> BY CHECK ENCLOSED	<input type="checkbox"/> MASTERCARD	CARD NO.		
SIGNATURE			CVV2	EXP. DATE	

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