



## RETURN Form

Order #: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

### Return Information:

Part #	Description	Color	Size (if needed)	Qty	Price per Unit	Total	Reason Code

### Reason Codes:

1	Incorrect Delivery Address	2	Incorrect Item	3	Incorrect Quantity
4	Incorrect Price	5	Defective	6	Damaged during shipping
7	Not as ordered	8	Double Shipped	9	Fit
10	Color	11	Quality	12	Changed Mind
13	Other:				

### Send Return Items to:

Top Promotions RETURNS

8831 S Greenview Drive, Middleton, WI 53562

Returns of STOCK items must be made within 30 days of receipt of your order. Original freight will not be credited and you are responsible for return freight. Credit will be issued for the value of the returned items less freight.

Credits will be issued within 14 days from the date your return is received. We will reimburse you using the same method you used for payment. We do not accept returns for items worn, soiled or washed. If your item is defective or was shipped to you by our error, please contact customer service at 800-344-2968 for a return authorization.

For defective items or items shipped by our error, we will reimburse for original freight and will issue a call tag for return freight.

Enclose this entire form with your return and pack the items in a sturdy box. Be sure to get a tracking number for your return shipment. We are not responsible for the cost of merchandise lost in transit.

8831 S. Greenview Drive, Middleton, WI 53562

Phone (608)836-9111 (800)344-2968

Fax (608)836-1640

[www.toppromotions.com](http://www.toppromotions.com)