

# Return Goods Authorization

**Step 1:** Customer Information**Date:**

Name:

School:

Day Phone:

Cell:

Order Placed : Web      At Store      Fit Day

Sales Receipt / Invoice #:

**Step 2:** List item(s) you are returning, including reason for return

REASON FOR RETURN	STYLE #	QUANTITY	DESCRIPTION	COLOR / SIZE
<i>Sample: Wrong color shipped</i>	<i>7750R</i>	<i>2</i>	<i>Boys pant</i>	<i>Shipped khaki needed navy size:12</i>

**Step 3:** How would you like us to handle your return / exchange?

Exchange item (go to step 4)

Refund in form of original payment

**Step 4:** Reorder Here

DESCRIPTION	STYLE #	QUANTITY	COMMENTS	COLOR / SIZE
<i>Sample: Boys pant</i>	<i>7750R</i>	<i>2</i>	<i>Want adjustable waist pant</i>	<i>Navy size:12</i>

**Step 5:** Enclose the form along with the merchandise in a well sealed box or bag and return to school or our storefront.

We will contract you for form of reimbursement if needed. We will bill you for the items we Re-ship and credit you on receipt of your return goods. Thank you for your business

# Educational Outfitters

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