



Kettering Health Network UNIFORM EXCHANGE FORM

Exchange Policy

Exchanges may be made up to 30 days after the ship date of your order. Your product must not have been worn or washed and must have original tags. Unfortunately, an exchange for a different style is NOT permitted.

Exchanges can only be made for: (Check One)

- | | |
|---|--|
| <input type="checkbox"/> Same style item in different size | <input type="checkbox"/> Logo is missing |
| <input type="checkbox"/> Incorrect item shipped | <input type="checkbox"/> Logo is incorrect |
| <input type="checkbox"/> Garment is damaged. Explain: _____ | |

Please note: One exchange allowed per garment. Subject to additional shipping charge if exchanged more than once.

Exchange Procedure

- STEP 1:** Complete Exchange Form - Parts A and B (see below).
- STEP 2:** Please e-mail rlabrum@allcustomwear.net for a Return Shipping Label. Include your Order # and number of Garments being exchanged.
- STEP 3:** Place this completed Uniform Exchange Form inside your box.
- STEP 4:** Adhere Return Shipping Label, provided to you by e-mail, to the outside of your box.
- STEP 5:** Ship with proper carrier (eg: UPS or FedEx). Refer to shipping label to identify the carrier.

STEP 1 - PART A: Contact Information

ORDER # _____ Order # MUST be provided. If you do not have your order #, e-mail kandi.burton@khnetwork.org

Name _____ Badge # _____

Hospital Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____

E-mail Address _____

STEP 1 - PART B: Exchange Information

RETURNING				EXCHANGE FOR	
Item #	Color	Size	Quantity	Color	Size

Additional Comments: _____
