

# RETURN FORM:

ALL RETURNS/EXCHANGES MUST BE MADE WITHIN **30** DAYS OF RECEIPT

## Personal Information:

Last Name: _____	First Name: _____	
Address: _____		
City: _____	State: _____	Zip Code: _____
Employee #: _____	Daytime Phone: _____	Email: _____

**Please check appropriate box:** Exchange \_\_\_\_\_ Refund \_\_\_\_\_

## Returned Merchandise:

Item#	Qty	Size	Garment

## Please Complete This Section for Exchanges:

Item#	Qty	Size	Garment

Reason for Return: \_\_\_\_\_

## Instructions for Returning Garments:

- Ship Items via Post Office, UPS, DHL or Fed Ex. Return in Original Box if usable and package neatly. Returns received in poor and unusable condition (i.e. crushed box, items badly wrinkled as a result of being stuffed carelessly into a box, items that smell, dirty, soiled) may not be fully credited and most likely will be returned to sender.
- Be sure to fill out this form completely and include in the box. It will help us in processing your return with greater speed and accuracy.
- We're sorry but Return Shipping Fees are not refundable.
- Freight will automatically be calculated and added to each exchange and billed according to original payment method
- Credit will be issued once the items are returned. It will be applied to the original payment method
- **Only items that are UNWORN w/Tags or UNALTERED can be Returned/Exchanged**

**SHIP TO:** Tarp Tailors - 9100 S Sepulveda, Suite 103 Los Angeles, CA 90045  
**CUSTOMER SERVICE DEPARTMENT:** (310) 645-4694

