



Return and Exchange Form

Please print this form and complete the appropriate information below. **ALL RETURNS MUST BE MADE WITHIN 30 DAYS. NO RETURNS WILL BE ACCEPTED WITHOUT THIS FORM.**

Have any Questions?
Please call us at 888-735-2943

Step 1

Original Order # _____ (found on packing list top right)

Originally Shipped to:

Name: _____

Address: _____

Phone: (_____) _____ (_____) _____
(Daytime) (Evening)

Email Address: _____

Send Exchange to: (If different from left)

Name: _____

Address: _____

Phone: (_____) _____ (_____) _____
(Daytime) (Evening)

Email Address: _____

Step 2 - Return

In the form below please indicate the item you are returning, including a reason code.

Reason Code	Item #	Color	Size	Quantity	Item Name
88	I0606	Blue	XL	1	Heavyweight Sweatshirt

Reason Code	15 Damages
	36 Wrong Item
	50 Exchange

Step 3 - Exchange

Relay Gear will waive the cost of the regular shipping of your new item.

Item #	Color	Size	Items Name	Quantity
I0606	Blue	2XL	Heavyweight Sweatshirt	1

Step 4 - Damages/Miss Ships

Please call Relay Gear at 888-735-2943 and fill out this form and enclose it in your box.

Relay Gear Use Only

Date Rec'd _____ Rec'd by _____ Was item Returned to stock? _____ New Order# _____