

## RETURN / EXCHANGE FORM

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

Sales Order # <small>*Located on the Packing Slip.</small>	Contact Name	Email Address
Organization Name (If Applicable)	Phone Number	

Please fill out the section for the action you would like to complete. If you are RETURNING and EXCHANGING, please fill out BOTH sections.

**Cheerleading.com - Returns**  
 11350 Hillguard Road  
 Dallas, TX 75243

**Items for RETURN:** Please complete this section for all items that are being returned. If you do not wish to make an exchange, a credit will be applied to your original form of payment.

Return Item	Reason for Return	Size	Total

**Items for EXCHANGE:** Please complete the section below for the new items you would like to receive.

Exchange Item	Description	Size	Total

We thank you for your order and would like to remind you of the following: Our return policy for in-stock, **non-custom** items is 30 days from receipt of merchandise. All items must be returned in unused condition. Using your carrier of choice, please mail your items with this completed form back to the address above. RETURN SHIPPING AND HANDLING IS THE CUSTOMER'S RESPONSIBILITY. However, exchanges will be shipped back to you free of charge. Shipping charges on the original purchase will not be refunded. If you are returning shoes, please DO NOT use the shoe box as the shipping box. Shoes may only be returned/exchanged if they are unworn. If shoes appear to be worn, they will not be accepted for return/exchange. There is a \$5.00 restocking fee per box that is damaged, has postage or tape affixed, or on which is written. **We strongly recommend using a trackable shipping service such as UPS or USPS Priority Mail. We do not accept returns shipped C.O.D.** Please see [www.cheerleading.com/returns](http://www.cheerleading.com/returns) for the complete return policy.