

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 14 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. **CUSTOMER IS RESPONSIBLE FOR THE SHIPPING COST TO RETURN OR EXCHANGE ITEMS.** 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. All worn shoes and shoe boxes with names written, scratches, tape or postage on them, will be entered as damaged and will incur a \$5 restocking fee. **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 for complete return policy.