

## RETURN / EXCHANGE FORM

| Sales Order #<br><small>*Located on the Packing Slip.</small> | Customer Name | Email Address |
|---|---------------|---------------|
|   |               |               |

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

**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 |
|-------------|-------------------|------|-------|
|             |                   |      |       |
|             |                   |      |       |
|             |                   |      |       |
|             |                   |      |       |
|             |                   |      |       |

IF ADDITIONAL LINES ARE NEEDED, PLEASE ATTACH ANY SHEET OF PAPER TO CONTINUE YOUR LIST.

**Items for EXCHANGE:** Please complete the section below for the new items you would like to receive. If more items are returned than exchanged, the credit will be refunded to your original form of payment. If you have more items you are needing to exchange than you returned, you will be contacted before the exchange is shipped to pay for the remaining balance.

| Exchange Item | Description | Size | Total |
|---------------|-------------|------|-------|
|               |             |      |       |
|               |             |      |       |
|               |             |      |       |
|               |             |      |       |
|               |             |      |       |

IF ADDITIONAL LINES ARE NEEDED, PLEASE ATTACH ANY SHEET OF PAPER TO CONTINUE YOUR LIST.

**CUSTOMER REQUEST - Please Call or Email Me:**   
 I ordered with a team/group, or do not have a Sales Order receipt.   
 I would like a quote for a NEW order.

I would like a quote for expedited shipping back to me.   
 To pay the balance on this exchange.   
 Other - Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Cheerleading Company  
11350 Hillguard Rd  
Dallas, TX 75243  
In Dallas (214) 343-3333  
Toll-Free (800) 411-4105

**CHEERLEADING.COM**  
CC DANCEWEAR 1.800.411.4105

|                      |                      |                           |           |
|----------------------|----------------------|---------------------------|-----------|
| <b>Bill To:</b>      | <b>Ship To:</b>      | <b>Sales Order Number</b> | SO-0000   |
| First Name Last Name | First Name Last Name | Order Date                | 1/01/2020 |
| Your High School     | Your High School     | Shipping Method           | Best Way  |
| Dallas, TX 75243     | Dallas, TX 75243     | Shipment Number           | SP-00000  |
| United States        | United States        | Shipment Date             |           |
|                      |                      | Shipment Carrier          |           |
|                      |                      | Shipment Reference        |           |
|                      |                      | Shipment Comment          |           |

\*Sales Order # is located in the top right-hand corner of the Packing Slip.

| Product  | Quantity Shipped |
|--|------------------|
| (CT317) Love Us Tee CT317-BLK-AS                       | 1.00             |
| (CT317) Love Us Tee CT317-BLK-AM                       | 1.00             |
| (S014) Performance Low Cut Sport Sock S014-RBL-Adult   | 2.00             |
| (HBE1G-S) In-Stock Extra Large Glitter Bow HBE1G-S-MRB | 1.00             |
| (S014) Performance Low Cut Sport Sock S014-ORG-Adult   | 2.00             |
| (HBE1G-S) In-Stock Extra Large Glitter Bow HBE1G-S-MCR | 1.00             |

**CUT ALONG THE DOTTED LINE AND PLACE ON RETURN BOX**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Sales Order # or Online #: \_\_\_\_\_

ATTN: CHEERLEADING.COM RETURNS  
11350 HILLGUARD ROAD  
DALLAS, TX 75243

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 and unused condition. Using your carrier of choice, please mail your items with this completed for back to the address above. **CUSTOMER IS RESPONSIBLE FOR RETURN SHIPPING COST.** You will not be charged shipping to mail out your exchanges. 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](http://www.cheerleading.com/returns) for complete return policy.