

GUARANTEE, RETURN AND EXCHANGE POLICY

If you are ever disappointed, any non-embroidered items in original condition (with tags attached) may be exchanged or returned within 30 days of receipt. Postage, shipping, and handling are not refundable. Send returns using **OPTION A** or **OPTION B** described in **STEP 4**.

step 1

I AM RETURNING THE FOLLOWING						
REASON CODE (See right)	ITEM #	COLOR / PRINT	SIZE	QTY	PRICE	TOTAL

Attach additional page if necessary.

TOTAL RETURN AMOUNT

step 2

I AM ORDERING THE FOLLOWING IN EXCHANGE						
ITEM #	COLOR / PRINT	SIZE	QTY	PRICE	TOTAL	

Attach additional page if necessary.

TOTAL EXCHANGE AMOUNT

step 3

RETURNING ITEMS ONLY - HOW TO DETERMINE YOUR EXPECTED REFUND AMOUNT

1. Enter Total Return Amount from Step 1
2. If you used the attached Return Label deduct this amount **\$ (8.99)**
3. Subtract Line 2 from Line 1 - This is your refund amount plus any applicable taxes

EXCHANGING ITEMS - HOW TO DETERMINE CREDIT AMOUNT OR AMOUNT DUE

1. Subtract total return amount (Step 1) from total exchange amount (Step 2)
2. Does your exchange dollar amount (Step 2) exceed the return dollar amount (Step 1)? Yes No
If NO, continue to number 3 below
If YES, use the Shipping Chart on the right and enter applicable shipping charges here
3. If you used the attached Return Label add this cost to your amount due or deduct from any credit due **\$ (8.99)**
4. Add all above items to determine your amount due or credit due

RETURN REASON CODES

SIZING OF PRODUCT	
TOO SMALL	TOO LARGE
A. Chest	G. Chest
B. Waist	H. Waist
C. Seat/Hip	I. Seat/Hip
D. Sleeve Length	J. Sleeve Length
E. Overall Length	K. Overall Length
F. Width	L. Width
SERVICE	COLOR
M. Wrong Item Shipped	P. Did not like color
N. Embroidery not correct	Q. Color not as expected
O. Not received in time	R. Coordinates did not match
QUALITY	
S. Did not like fabric	
T. Did not like style	
U. Defective	

SHIPPING CHART

U.S. GROUND SHIPPING (7-10 DAYS)		
IF EXCHANGED DOLLAR AMOUNT EXCEEDS RETURNED DOLLAR AMOUNT, PLEASE USE THE FOLLOWING CHART.		
ADDITIONAL ITEMS	ADD	
\$0 - \$10.00	No Charge	
\$10.01 - \$25.00	\$3.99	
\$25.01 - \$50.00	\$4.99	
\$50.01 - \$100.00	\$6.99	
\$100.01 - \$200.00	\$7.99	
\$200.01 - and over	\$9.99	

step 4

HOW TO RETURN YOUR PACKAGE

1. COMPLETE THIS RETURN FORM AND ENCLOSE IN YOUR RETURN PACKAGE.
2. SHIP YOUR RETURN PACKAGE BACK TO US USING ONE OF THE OPTIONS BELOW.

OPTION A

- Use the attached Return Label that is provided on the reverse side of this form, **\$8.99 charge applies**.
- Just drop your package in the mailbox, give it to a US postal carrier, or take it to any authorized US Postal Service facility.
- **Cost of using the attached Return Label will be deducted from the amount of credit you receive for your refund or exchange (1 to 5 items: \$8.99).**
- If more than 5 items, use Option B.
- The attached Return Label can't be used for more than 5 items or for shipments outside the U.S.

OPTION B

- Return items prepaid and insured through the carrier of your choice to the address below, using the return label provided on the reverse side of these directions.
- Return Processing Center**
777 Douglas Hill Road, Suite 100
Lithia Springs, GA 30122

Sales tax will be added or refunded based on your state of residence. For a complete list of states where taxes are applicable please visit the website <http://www.uacorporate.com/taxes>

All refunds will be issued in the same payment method as the original order.

Select payment method if there is any amount due: Original Credit Card Check Enclosed

CUSTOMER COMMENTS

*** PLEASE ALLOW APPROXIMATELY TWO TO THREE WEEKS FROM THE TIME YOU SEND YOUR ITEMS TO RECEIVE A CREDIT, REFUND OR EXCHANGE ***