

# the UNIFORM OUTLET

## REFUND & EXCHANGE FORM

Thank you for your order! We hope you love your items, but if you don't, you can return or exchange them within 30 days.

**TO MAKE A RETURN:** Please complete this form. You will need to enclose the completed form along with the items being returned. Return your unworn item(s) in the original packaging. **ALL TAGS MUST BE ATTACHED.** Ship the package containing your return items and this sheet via U.S. Mail, UPS Ground or similar delivery with tracking. We cannot accept C.O.D. deliveries.

**Please note:** Shipping and handling charges are not refundable. We are not responsible for packages lost during shipping.

**TO EXCHANGE IN OUR STORE:** Please complete this form. You will need to bring this form along with the items being exchanged. Please also bring a printed or electronic copy of your online order receipt. Exchange your unworn item(s) to any one of our store locations in the original packaging. **ALL TAGS MUST BE ATTACHED.** You can do a straight exchange for in stock merchandise. If merchandise is not in stock, you will receive store credit.

Please mail all returns to:

**TUO RETURNS DEPARTMENT**  
1863 Gettysburg Village Dr. Suite F1020  
Gettysburg, PA 17325

Exchanges must be made within 30 days of order or purchase date  
**PLEASE ALLOW 7-14 BUSINESS DAYS TO PROCESS YOUR RETURN**

Questions? Please contact us at [websales@theuniformoutlet.com](mailto:websales@theuniformoutlet.com)

### ORDER & CONTACT INFORMATION

Your contact information will be used to reference your order or purchase. We will not use any of this information for marketing purpose.

<b>ORDER #:</b>		<b>ORDER/PURCHASE DATE:</b>	
<b>FIRST &amp; LAST NAME:</b>			
<b>ADDRESS:</b>		<b>CITY</b>	<b>STATE</b> <b>ZIP</b>
<b>EMAIL:</b>		<b>PHONE #:</b>	

### RETURNS DESCRIPTIONS

REASON CODE	COLOR	DESCRIPTION	SIZE	QUANTITY	TOTAL PRICE

**RETURN REASON CODES:** Please let us know the reason for your return by recording the Reason Code Number in the the column labeled "Reason Code".

11=Size   12=Style   13=Color   14=Arrived too Late  
15=Received Incorrect Item(s)   16=Damaged in Shipping  
17=Not as Expected   18=Other

**TOTAL REFUND**

INTERNAL USE ONLY - DO NOT FILL OUT

Order Confirmation & Information Verified?  Yes  No

Confirmation:  Digital  Print

Employee Initials