



304 Superior Dr • Eudora, AR 71640
 phone: 678-942-1800 • toll free: 800-729-9050 • fax: 866-897-2289

RETURN | EXCHANGE FORM

MERCHANDISE TO BE RETURNED FOR CREDIT:

NOTE : All return/exchange requests **MUST** be submitted within 60 days of receiving your order.
 Personalized (e.g. name drop), discontinued or closeout items **CANNOT** be returned/exchanged.

1. Include a copy of your invoice or packing slip AND a copy of this completed "Return & Exchange Form" in the package being returned.
2. **Circle** all items to be "returned for credit" on your invoice or packing slip.
3. No invoice or packing slip? – List all "return for credit" items in the appropriate box below.

However, please note:

HPI MUST have your original in voice/packing slip NUMBER before any returns for credit will be processed.

4. Please be sure to record your "reason for return" (**see below**) next to each item.
5. Use a strong carton for shipping and securely seal your package.
6. Return your package by the carrier of your choice.

(REQUIRED)

RETURN FOR CREDIT:

Invoice/Packing Slip #

Reason (Code)	Style #	Description	Color	Size	Qty	Price Ea.

Reason(s) for Return (Codes)

FIT		QUALITY	SERVICE	OTHER
Too Small	Too Large			
16 Overall	22 Overall	28 Defective, damaged or soiled	30 Wrong item shipped	34 Change in employment status OTHER: Write in Reason (Code) column
17 Bust/Chest	23 Bust/Chest			
18 Waist	24 Waist			
19 Hips	25 Hips	29 Unsatisfactory product quality	31 Goods damaged during shipping	
20 Too short	26 Too long		32 Wrong item ordered by HPI	
21 Sleeves short	27 Sleeves long			

SHIP ALL RETURN PACKAGES TO:

Attn: Customer Returns
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