

3K Productions RETURNS and EXCHANGES

We accept returned merchandise that has not been worn, washed or altered **within 30 days** of original delivery of your order for a full refund or exchange. (Orders placed during June-August may be returned by September 30th.) **Between 31 to 60 days** of delivery, merchandise may be returned for exchange only.

Factory Damages are only accepted for exchange and will be replaced with the identical size and color items.

Kindly allow 2-3 weeks for exchanges or 30 days to process a refund.

We strongly recommend that you ship via UPS or Federal Express Ground so that your package can be easily tracked.

Enclose a copy of your original purchase receipt and ship package to:

3K Productions
10146 E. Rush Street
South El Monte, CA 91733
(818) 831-1998

Please fill in all information, and **print clearly**. Be assured, your information is not sold, rented or otherwise used for purposes other than contacting you about your 3K Productions uniform orders. Incomplete forms will cause processing delays.

Today's Date:		Original Order Date:	
Your Name:			
Name on original order (if different from above):			
Address:			
City:	State:	Zip:	
Your School:			
Day Phone:		Evening Phone:	
Email address (one checked frequently):			

I would like an **EXCHANGE** or **REFUND**

Items being returned			
Item Description	Color	Qty	Reason for return (please be specific)

Items needed in exchange					
Item Description	Color	Qty	Price difference	Shipping*	Total
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$

*Shipping charges: \$7.00 for the first item, \$.50 for each additional item.

Be sure to enclose check or money order to **3K Productions** for any amount due, including shipping charges.

All returns are subject to count verification, inspection and order date confirmation.

Returns brought to on-campus sale dates will be sealed for processing at our distribution center.

Date Received:	Return approved by:	Exchange qty shipped	Check Amt \$
Pieces Rec'd:	Exchange Qty. ordered:	Date:	# Date