

Returns Form

(RTNGA1)

(Fill out the form below and enclose a copy with the Return)

- Please remember to fill out the entire form below to prevent delays.
- All returns must be in the original packaging and cannot be worn, soiled or misused. Items must be received at the processing center within 60 days of your receipt, for credit to be issued.
- You will receive credit on the returned item (s). Credits may take 3 – 4 weeks.
- Make a copy of the form for your records. Cut out the shipping label and affix to the return package. Send the package and form via US Post Office or UPS to the return address for prompt processing.

***** Replacement items should be entered as a new web order (www.alphafactor.com) to prevent delays.**

Customer #: _____

Order #: _____

Ordered By:

Name: _____

Address: _____

City, State Zip: _____

Phone #: _____

(daytime)

Phone #: _____

(evening)

Shipped To:

Name: _____

Address: _____

City, State Zip: _____

Reason Codes for Returns:

- 2 – Poor Workmanship
- 3 – Too Small
- 4 – Too Large
- 6 – Wrong Item Received
- FLW – Quality of Fabric
- SOI – Defective/Spots/Stains
- CC – Other: _____

List items for return below:

Reason	Qty	Model #	Color	Size	Description	Price

Ship Returns To:

(Cut label out, only if you have made a copy of both sides of this form)

Alpha Factor®
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