

## RETURN/EXCHANGE FORM

Credit card information is required for all exchanges. Please complete the fo	rm below so that your return or exchange is not delayed.				
Date of Return:	Order #: RA#:				
Account #:	(Required for Dealers/Club and Quality Issues)				
Contact Name:	Return To Address:				
Phone#:	City: State: Zip:				
Email:	Rep Code:				
Credit Card Information  Refund will be placed back on original card.  Name on Card:	□ VISA □ MasterCard □ NOVUS Cards □ American Express  Card #: □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □				
Phone #:(If Different from Above)					
Billing Address:	Expiration Date: / / / / / / / / / / / / / / / / / / /				
	By submitting this information, I accept the terms and conditions of: www.gkelite.com/pages/gk-gym-sales-terms-conditions				
RETURNED ITEMS	REPLACEMENT ITEMS				
Style # Color # Size Qty. Reason #*	Style # Color # Size Qty.  Style # Color # Size Qty.  Wed wrong garment 3. Mfg. Defect 4. Do not Want				
Return and Exchange Policy					

Elite gladly accepts returns and exchanges, provided the following conditions are met. This return policy applies to stock items only. Special Orders are made to customer's specifications and therefore cannot be returned or exchanged except in the case of a Quality/Mfg. defect. Stock items that are ordered with embellishments (jewels, embroidery, sequin $z^{\scriptscriptstyle\mathsf{TM}}$ , etc.) are considered Special Orders.

- · All returns/exchanges must be sent to Elite Sportswear no more than 30 days after receipt of merchandise for consumers or 60 days after shipment of merchandise for Dealers/Clubs. A valid receipt or proof of purchase is required along with a completed Return/Exchange Form, Consumer exchanges will be credited for the full amount of the returned items and then charged for the new items being shipped. Customer is responsible for all shipping charges incurred.
- Dealers/Clubs must call Customer Service for a Return Authorization Number prior to shipping any merchandise back to Elite. A 15% restocking fee will be deducted from the total credit for Dealer returns only. If the reason for the return is a shipping error made by Elite, we will replace the merchandise and waive the 15% restocking fee. If replacement merchandise is not available, we will issue a credit to the customer's account.
- · All potential Quality/Mfg. defect issues must call Customer Service for a Return Authorization Number prior to shipping
- merchandise back to Elite. Elite Sportswear will not accept returns on defective merchandise beyond six (6) months from the date of receipt of merchandise.
- Merchandise must not have been worn or laundered and must have all hang tags and sewn in tags attached in their original position and condition. Items returned for repair must be washed or a \$10.00 laundering fee will be charged per garment.
- · Pictures are required for fit issues, fabric issues, or any defects of the merchandise. If you ordered the wrong size, no need to send pictures. Please email pictures to  $\hbox{customerservice} @ gkelite.com \ along \ with \ your \ contact \ and \ account \ information.$
- · We strongly recommend you choose a method of shipment that enables you to trace your return package if necessary. We will not reimburse above a Ground Method of freight costs unless approved and documented by Customer Service prior to shipping for Quality/Mfg. defects. If a reimbursement is required the amount will be estimated if a freight receipt is not included. Packages that are lost during the return shipment are the customers responsibility.
- · Please send all returned items via UPS, Fed Ex, or US Mail to: Elite Sportswear. Attn: Returns 2136 N 13th Street Reading, PA 19604

RETURN REVIEW SHEET (OFFICE USE ONLY)		
RA #:	Customer Name:	
Invoice # & Date:	Account #:	
Date Received:	Phone #:	
Date Reviewed:	Order #:	
Must Ship Date:	SPO/PLAIN STOCK/STOCK W/EMB:	
Inspector:		

PRODUCT RECEIVED					
Number	Style	Color	Size	Qty.	Comments
1					
2					
3					
4					
5					
6					
7					
8					

DEPARTMENT TRACKING			
Date	Qty.	Repair/Action Needed	Oper.

COMMENTS:	

Freight Charges:	