



# RETURN INSTRUCTIONS

**\*\*Return processing may be delayed if order number is not included below, and this form is not included in your returned package\*\***

## 1. FILL IT OUT:

Complete the information below.

### CUSTOMER INFORMATION:

ORDER #: \_\_\_\_\_

CUSTOMER #: \_\_\_\_\_

CUSTOMER NAME: \_\_\_\_\_

NEED-BY DATE: \_\_\_\_\_

### RETURN REASON: (please circle one)

Exchange

Refund

Comments: \_\_\_\_\_

### CONTACT INFORMATION:

NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Are we shipping to the original address? YES or NO

If no, NEW ADDRESS: \_\_\_\_\_

### RETURNING:

Style	Qty	Size	Color

### REQUESTING:

Style	Qty	Size	Color

## 2. PACK IT:

Include this completed form and the merchandise you are returning.

## 3. SHIP IT:

Go to [www.varsity.com/returns](http://www.varsity.com/returns), fill out the additional information required, and print your pre-paid return label. Be sure to keep record of your tracking number.