Return/Exchange Form

ESTD 2013

THE SPORTING GENT

The Sporting Gent
2848 Selwyn Ave
Charlotte NC 28209
shopkeeper@thesportinggent.com

STEP 1
Fill out Contact/Ship To Information

STEP 2
List items you are returning including reason for return. (See chart below)

ORDER # _____

NAME _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

DAYTIME PHONE NUMBER (___) _____

EVENING PHONE NUMBER (___) _____

E-MAIL _____

REASON CODES: Enter the reason code in step 2.

1. Wrong Size
2. Damaged/Defective
3. Missing Parts/Hardware
4. Damaged During Shipping
5. Wrong Item Arrived

REASON	ITEM NUMBER	DESCRIPTION	COLOR	SIZE	QTY

STEP 3
How would you like us to handle your return/exchange?

☐ Exchange Item (Please fill out reorder section below)

☐ Gift Card

STEP 4
EXCHANGE ITEMS:

ITEM NUMBER	DESCRIPTION	SIZE	COLOR	QUANTITY	PRICE	TOTAL

STEP 5
METHOD OF PAYMENT: If the total of your exchange or new order exceeds the value of your return, please provide a method of payment.

☐ American Express ☐ Discover ☐ MasterCard ☐ Visa

Card Number | | | | | | | | | | | | | | | | |

Expiration Date | | / | |

Security Code | | | | |

ZIP Code | | | | | |

STEP 6
Enclose the return form with the merchandise. Attach the return label that was emailed to you. Drop off at any USPS station.