

# FREE EXCHANGES & E-Z RETURNS FORM



☐ Check here if Return/Exchange form is NOT from the original package or shoe box.

## WE GUARANTEE YOUR SATISFACTION!

If you are not pleased with your shoes, simply return them within 60 days of purchase using the enclosed FREE PRE-PAID UPS return shipping label\*.



## INSTRUCTIONS

1. Fill out this form completely, selecting either Free Exchanges or E-Z Returns, and place it in the shoe box along with your shoes.
2. Place the FREE PRE-PAID UPS return label\* on the outside of the box. Be sure to keep a record of the tracking number of the label.
3. Give the package to the UPS driver, or take it to any UPS store or UPS drop box.

\*This applies only to orders within the contiguous United States.

## CUSTOMER INFORMATION

Employee Name/Customer \_\_\_\_\_ Date \_\_\_\_\_

Employee ID Number (or Social Security Number) \_\_\_\_\_

Company \_\_\_\_\_ Unit Number \_\_\_\_\_

Original Shipping Address ☐ Home ☐ Company \_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

New Shipping Address ☐ Home ☐ Company \_\_\_\_\_  
Retail Only  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ ☐ Mobile ☐ Personal ☐ Work E-mail Address \_\_\_\_\_

## FREE EXCHANGES / E-Z RETURNS

Order Date \_\_\_\_\_

Order # \_\_\_\_\_

### Original Payment Method

- ☐ Payroll deduction plan
- ☐ Credit card/PayPal
- ☐ Check/Money order

☐ Refund\*\*

-OR-

☐ Exchange → Select Exchange Item:

\*\*Once the returned item is received in the warehouse, a refund will be issued of the purchase price of the shoes, less a \$6.95 processing fee. The original shipping fee is not refundable.

Style:

Size:

Width:

### Reason for Return/Exchange:

- ☐ Wrong Size
- ☐ Too Small
- ☐ Too Large
- ☐ Wrong Product
- ☐ Damaged/Defective
- ☐ Late Delivery
- ☐ Poor Fit/Uncomfortable

Once form has been completed, send product back in the original box using this return form and the enclosed prepaid return label.

### SFC OFFICE USE ONLY

FACTORY CODE

LOT NUMBER

☐ NO PRE-PAID LABEL USED