



HPH Onsite Vendor Fair Exchange & Return Instructions

Important: This form is **ONLY** to be used for orders placed during the onsite vendor fair and/or your initial exchange sent to your home address.

Thank you for ordering your Shoes For Crews footwear and for partnering with us in safety! We sincerely hope that you are completely satisfied with the shoes you have selected. If for any reason you are not, we accept returns for up to 60 days following your original purchase.

Follow the easy steps below to return your shoe(s) for a different pair:

1. Please complete the following information below:

If you need assistance with locating and/or completing the information below, please call or e-mail Shoes For Crews Customer Service.

Company Name: Hawaii Pacific Health

Packing Slip # (found on shoe box label): (Example: PS001##-) _____

Employee Name: _____

6 Digit Employee ID #: _____

Contact Number: _____

Style # Returning: _____ **Size Returning:** _____

Work E-mail Address: _____

Return Tracking # (found on your prepaid UPS shipping label): _____

2. Pack and prepare your shoe box for return. Include this completed form and be sure to retain a copy for your records.
3. Locate the prepaid UPS Return Shipping Label and place on your shoe box.
4. Drop off shoe box at your facility's onsite designated area for UPS return.
5. Log in and place **a new order** via the HPH Shoes For Crews portal:
 - o Portal link is found in the HLC Slip Resistant Footwear Program course assignment.
 - o Select ground shipping upon checkout and have your new order sent to your home address.
 - o If you need to process another exchange, please follow the instructions in the shoe box.

Please contact customer service if you have any questions:
Call 1(800) 523-4448 or email: exchanges@shoesforcrews.zendesk.com

✓ 60 DAY GUARANTEE ✓ FREE EXCHANGES ✓ E-Z RETURNS ✓ TOP-RATED SLIP RESISTANCE

Each style is backed by our 60-Day Wear & Compare Satisfaction Guarantee*