

# PLEASE COMPLETE THIS FORM FOR EXCHANGES OR RETURNS

Customer information (Please make any address changes here)  
For prompt processing, please complete all fields.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

Contact person for questions concerning this exchange/return \_\_\_\_\_ E-mail Address \_\_\_\_\_

Customer No. \_\_\_\_\_  
(located on invoice)

Order No. \_\_\_\_\_  
(located on invoice)

Source Code \_\_\_\_\_  
(located on invoice)

1. All returns and exchanges must be made within 30 days. Items returned for exchange or refund must be clean, unused, unwashed and in resalable condition. **Items CANNOT be returned if customized with embroidery of any kind, including free emblems.**
2. The customer will be charged a 20% re-stocking fee for any "Special Order" items that are returned. The same return conditions apply as stated above.
3. If an item is being returned due to PAC error, damage or defect, please contact PAC for return shipping instructions, at 1-800-922-1456.
4. PAC will not accept Return Packages COD.
5. Ship return with a copy of your invoice, using the return label provided (\$9.75 fee will be applied) or by using your own method of shipment. Returns should be sent to **Professional Apparel Company, 847 Main St., Battle Creek, MI 49014.**

**REASON FOR RETURN:**

① Too Small	⑥ Embroidery Issue
② Too Large	⑦ Sent Wrong Items
③ Did not Like Color	⑧ Dislike Fabric
④ Did not Like Style	⑨ Change mind/not needed
⑤ Defective Item	⑩ Other (Additional Comments)

## Check One

- Please credit/refund
- Please exchange for items listed below.
- There are no shipping & handling charges for like-kind exchanges. If more items are ordered than are returned, shipping and handling charges will apply to additional items.

### Return Merchandise *(attach extra sheets if needed)*

Item#	Description	Size	Color or Print Description	Qty.	Reason Code	Additional Comments

### New Order

Item#	Description	Size	Color or Print Description	Qty.	Free Emblem	Item Price (each)	Customer Embroidery (maximum 18 characters per line, including spaces, etc)	Font Code	Embroidery Price	Total Price

**Please complete when additional items are ordered.** *(Not needed for even exchanges)*

Check/Money Order    
  Mastercard    
  VISA    
  AMEX    
  Discover

Card Number ( All digits please)

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Exp. Date \_\_\_\_\_

Security Code# \_\_\_\_\_  
*(located on the back of your credit card)*