





785 GODDARD COURT • ALPHARETTA, GA 30005  
 PHONE: 678-942-1800 • TOLL FREE: 800-729-9050 • FAX: 866-897-2289

**RETURN / EXCHANGE FORM**

**MERCHANDISE TO BE RETURNED FOR CREDIT:**

**NOTE:** All return/exchange requests **MUST** be submitted within 60 days of receiving your order. Personalized (e.g. name drop), discontinued or closeout items **CANNOT** be returned/exchanged.

1. Include a copy of your invoice or packing slip **AND** a copy of this completed "Return/Exchange Form" in the package being returned.
2. Circle all items to be "returned for credit" on your invoice or packing slip.
3. No invoice or packing slip? – List all "return for credit" items in the appropriate box below. However, please note:  
**HPI Direct MUST have your original invoice/packing slip NUMBER before any returns for credit will be processed.**
4. Please be sure to record your "reason for return" (see below) next to each item.
5. Use a strong carton for shipping and securely seal your package.
6. Return your package by the carrier of your choice.

(REQUIRED)

**RETURN FOR CREDIT:**

**Invoice/Packing Slip #**

Reason (Code)	Style #	Description	Color	Size	Qty	Price Ea.

**Reason(s) for Return (Codes)**

FIT		QUALITY	SERVICE	OTHER
Too Small	Too Large			
<b>16</b> Overall	<b>22</b> Overall	<b>28</b> Defective, damaged or soiled	<b>30</b> Wrong item shipped	<b>34</b> Change in employment status  <b>OTHER:</b> Write in Reason (Code) column
<b>17</b> Bust/Chest	<b>23</b> Bust/Chest			
<b>18</b> Waist	<b>24</b> Waist			
<b>19</b> Hips	<b>25</b> Hips	<b>29</b> Unsatisfactory product quality	<b>31</b> Goods damaged during shipping	<b>34</b> Change in employment status  <b>OTHER:</b> Write in Reason (Code) column
<b>20</b> Too short	<b>26</b> Too long		<b>32</b> Wrong item ordered by HPI	
<b>21</b> Sleeves short	<b>27</b> Sleeves long			

**SHIP ALL RETURN PACKAGES TO:**

**HPI Direct**  
**Attn: Customer Returns**  
**785 Goddard Court**  
**Alpharetta, GA 30005**