



Return Shipping Address:
 AcademyUniforms.com
 5917 Helmick Rd.
 Fort Worth, Texas 76107

PHONE: 817-292-5437 or 1- 888-297-5243
FAX: 817-292-1679
E-MAIL:
Helpme@academyuniforms.com

REFUND/EXCHANGE FORM

We value your business and appreciate our customer's respect for the necessity of our policies!

Our Policy:

During the school year, returns or exchanges must be requested within 30 days of purchase, including items with a manufacturer's defect. Exchanges, refunds or store credits may not be issued AFTER October 1st on items purchased prior to the start of your school. **All items must be returned to AU clean, tags on or included, unworn and unwashed.** If returned in unacceptable condition or without obtaining an RA#, your return will not be processed. If you return items that are not allowed to be exchanged or refunded, we will make every effort to sell that item for you, but we will not exchange, credit or refund those items.

Customers will be responsible for all shipping charges and applicable sales tax on all exchanges with the exception of those items with a manufacturer's defect.

A Manufacturer's defect is an item that has a flaw, such as a seam unraveling, stained but in the package, fabric flaw or design flaw. A manufacturer's defect is generally evident on or before the first couple of times a garment is worn or washed. If you suspect your item is defective from the manufacturer's workmanship, please email or call prior to returning your item so that we can discuss the nature of the defective prior to the return.

A **RETURN FEE of 10%** less the freight and applicable sales tax may be charged on orders returned for a Credit Card Refund or Check Refund. Items returned for an Exchange or Store Credit will never be charged a Return Fee. Once the items are received, please allow 10 to 14 days for your return to be fully processed. All refunds will be issued to the same card or account to which they were originally charged.

Embroidered items may not be returned or exchanged with the exception of a one time exchange only on knits and oxfords embroidered with a contracted school's logo. There is no refund, exchange or store credit on any style of **Sweaters, Sweatshirts, Jackets or Blazers.**

SHIP EXCHANGE OR CREDIT TO THE PERSON/ADDRESS BELOW:

NAME _____ **ADDRESS** _____

CITY _____ **STATE** _____ **ZIP** _____ **PHONE** () _____

EMAIL _____ **ORDER NUMBER** _____

EXCHANGE ___ YES ___ NO **REFUND** ___ YES ___ NO **STORE CREDIT** ___ YES ___ NO

CREDIT CARD NUMBER _____ **TYPE** _____ **EXP** _____

BILLING NAME _____ **BILLING ZIP** _____

QUANTITY	STYLE NUMBER	REASON FOR REFUND/EXCHANGE	SIZE PURCHASED	SIZE NEEDED	COLOR

PLEASE FAX TO (817)292-1679 OR PRINT TO A PDF FORM AND EMAIL TO HELPME@ACADEMYUNIFORMS.COM

Additional Comments: