Tejas Office & Yes Prep Uniform

RETURN / EXCHANGE FORM

DATE\_\_\_\_\_\_\_\_CAMPUS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT’S NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade\_\_\_\_\_\_\_\_\_

Parent’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**We will accept returns for refunds, replacements, or exchanges if merchandise is returned within 30 days of receipt of your order. Merchandise must be in new, unwashed and unworn resalable condition. To help us rapidly process your request a copy of this form must be returned with the merchandise.**

***RETURN OR EXCHANGE:***

***REASON: WRONG SIZE\_\_\_\_\_\_ WRONG COLOR\_\_\_\_\_\_ DO NOT NEED\_\_\_\_\_\_ DAMAGE\_\_\_\_\_\_\_ OTHER REASON\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**PLEASE LIST YOUR RETURN / EXCHANGE ORDER**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Qty | Item | Description | Youth |  Adult | Size | Price |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

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**PLEASE LIST YOUR CORRECT ORDER**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Qty | Item | Description | Youth | Adult | Size | Price |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Questions Contact Tejas Office 713-802-4510 or email yesprep@tejasoffice.com

Tejas Office & Yes Prep Uniforme

FORMULARIO DE DEVOLUCIÓN / INTERCAMBIO

Fecha\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

El nombre del estudiante\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grado\_\_\_\_\_

Nombre de los padres\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dirección\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teléfono#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Correo electrónico\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Aceptaremos devoluciones por reembolsos, reemplazos o cambios si la mercancía se devuelve dentro de los 30 días posteriores a la recepción de su pedido. La mercancía debe estar en condiciones nuevas, sin lavar y sin reventar. Para ayudarnos a procesar su solicitud rápidamente, se debe devolver una copia de este formulario junto con la mercancía.**

***DEVOLUCIÓN O INTERCAMBIO:***

**RAZÓN: TAMAÑO INCORRECTO \_\_\_\_\_\_ COLOR INCORRECTO\_\_\_\_\_\_ NO NECESITA \_\_\_\_\_\_ DAÑO\_\_\_\_\_\_\_**

**OTRA RAZÓN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**POR FAVOR, LISTAR SU PEDIDO DE DEVOLUCIÓN / INTERCAMBIO**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Cantidad | ít | descripción | joven | adulto | tamaño | precio |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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**POR FAVOR LISTE SU ORDEN CORRECTA**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Cantidad | ít | descripción | joven | adulto | tamaño | precio |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Preguntas Póngase en contacto con Tejas Office 713-802-4510 o envíe un correo electrónico a yesprep@tejasoffice.com