

RETURN & REPLACEMENT INSTRUCTIONS

MONASTERY ICONS

Windows into Heaven

1013 Veterans Drive • Lewisburg, TN 37091

www.monasteryicons.com

When returning any part of your order, please fill in the information below and enclose this form in the package. Carefully package the merchandise to prevent damage in transit. Please insure it for full value and retain all your postal and insurance receipts for record. **SEND YOUR RETURN TO: 1013 VETERANS DRIVE, LEWISBURG, TN 37091 .**

IF DAMAGED IN SHIPMENT : Save merchandise and package it came in. Notify us by phone or E-mail for further instructions. Our Customer Service Representatives are available to assist you Monday-Friday 9:00 a.m. to 6:00 p.m. EST.

RETURNED MERCHANDISE									
CUST NO.	ORDER NO.	ITEM NO.	COLOR	SIZE	QTY	DESCRIPTION	REASON CODE	CHECK ONE	
								REPLACE SEE BELOW	REFUND

REASON FOR RETURN			
PRODUCT	QUALITY	SHIPPING	OTHER
1 TOO SMALL 2 TOO LARGE 3 DIDN'T LIKE COLOR/STYLE	10 DIDN'T LIKE QUALITY 11 DIFFERENT THAN PICTURED 12 DAMAGED	20 ARRIVED TOO LATE 21 WRONG ITEM SHIPPED 22 ITEM NOT ON INVOICE	30 CHANGED MIND 31 ORDERED TOO MANY 32 OTHER

REPLACEMENT OR ADDITIONAL MERCHANDISE						
ITEM NO.	COLOR	SIZE	QTY	DESCRIPTION	PRICE	
					EACH	TOTAL

PAYMENT FOR ADDITIONAL ITEMS OR DIFFERENCE ON EXCHANGED ITEMS	☐ BY CHECK ENCLOSED	☐ MASTERCARD	CARD NO.	
	☐ OTHER	☐ VISA		
SIGNATURE			CVV2	EXP. DATE

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