

Recognitions Returns

How to Return Items:

1. If you are not completely satisfied with any item(s) you have received, please complete this form.
2. List below the items you are returning and please indicate how we can be of assistance.
3. Please note: ALL RETURNS MUST BE RECEIVED WITHIN 30 DAYS OF THE PACKING SLIP DATE.
4. Packages should be returned in one of the following methods: UPS, FedEx, or Priority Mail.
5. Phi Theta Kappa will not be responsible for credits or refunds on merchandise lost in transit or sent via carriers not requiring a signature.

Return To:
Phi Theta Kappa
Recognition Services
1625 Eastover Drive
Jackson, MS 39211

**If you have any questions, please call
 800.946.9996.**

Name _____ Invoice # _____

Chapter Name _____ College Name _____

Address _____ City _____ State _____

Zip Code _____ Telephone (_____) _____ Email _____

Merchandise Returned: (Please enclose copy of packing slip)

Item #	Qty	Size	Description	Price	Return Code (*)

- | | | |
|-------------------|--------------------------|------------------------|
| <u>Fit</u> | Return Codes (*) | <u>Service</u> |
| A. Too Large | C. Received Item Damaged | F. Received Wrong Item |
| B. Too Small | D. Below Expectations | G. Received Wrong Size |
| | E. Not as Pictured | H. Other (Comments) |

Comments:

ACTION YOU ARE REQUESTING:
 (Please check one)

Credit my account
 Refund my payment
 Send replacement

REPLACEMENT ORDERS: (Shipping to be paid by Phi Theta Kappa)

Item #	Qty	Size	Description	Purchase Price