

Print this page, fill it out, and include it with your return/exchange. If you do not have a printer, you can submit it electronically. Type in your information, save the file, then email it to thesheetpeople@gmail.com. **Refer to the return/exchange policy on Page 2.** If you have questions or concerns, email: thesheetpeople@gmail.com

Order date: _____ Order number (if known): _____

Name (as it appears on order): _____

Email address (as it appears on order): _____

Phone number: _____

Shipping address: _____

Payment method: Credit card PayPal Amazon Pay Other: _____

(Select your original payment method. If eligible for a refund, you will be refunded via your selection above)

RETURN

Item(s) you are returning:

Reason for your return:

EXCHANGE

Item(s) from your order **being exchanged:**

Item(s) you are **exchanging for:**

(Must be of equal or lesser value; otherwise, you will be charged the difference)

SHIP YOUR RETURN/EXCHANGE TO: *(Please ship in original package if possible)*

The Sheet People
8874 Louisiana St
Merrillville, IN 46410

If submitting this form via email, select your shipping carrier below and include the tracking information.

Carrier: UPS FedEx USPS Tracking number: _____

WITHIN 30 DAYS OF PURCHASE:

- ***Unopened items sent back as a Return*** will be 100% refunded after they are received at our warehouse.
- ***Opened items sent back as a Return*** will get a 100% refund minus a \$15 disposal/restocking fee.
- ***Unopened items sent back as an Exchange*** will get the requested item sent to them, plus or minus a price adjustment if the new item is a different price than the item originally purchased, plus a \$15 shipping fee for shipping the new item.
- ***Opened items sent back as an Exchange*** will get the requested item sent to them, plus or minus a price adjustment if the new item is a different price than the item originally purchased, plus a \$10 disposal/restocking fee, plus a \$15 shipping fee for shipping the new item.

AFTER 30 DAYS OF PURCHASE:

- ***Opened and Unopened items sent back as a Return*** will be assessed on a case-by-case basis and can receive up to a maximum of a 50% refund. Special consideration will be given to repeat customers.
- ***Unopened items sent back as an Exchange*** will get the requested item sent to them, plus or minus a price adjustment if the new item is a different price than the item originally purchased, plus a \$15 shipping fee for shipping the new item.
- ***Opened items sent back as an Exchange*** will not be accepted beyond 30 days from the original purchase. Special consideration will be given to repeat customers.

We do not provide prepaid return shipping labels. As a small business, we cannot afford to provide both free shipping on the order and then also free shipping on returns. If you feel you still qualify for a prepaid return shipping label, please email: thesheetpeople@gmail.com