



# UNIFORM EXCHANGE FORM

## Exchange Policy

Exchanges may be made up to 30 days after the ship date of your order. Your product must not have been worn or washed and have original tags. Exchanges can only be made for: \*Check one\*

- |   |  |
|---|--|
| <input type="checkbox"/> Different Size                     | <input type="checkbox"/> Logo is missing   |
| <input type="checkbox"/> Incorrect item shipped             | <input type="checkbox"/> Logo is incorrect |
| <input type="checkbox"/> Garment is damaged. Explain: _____ |  |

**Although we do not take returns, we do offer exchanges for the same item, just different size or color. We will do exchanges on embroidered items, but does NOT include personalized items, (ie. individual names and/or department names.)**

## Exchange Procedure

- STEP 1:** Complete Exchange Form - Parts A and B (see below).
- STEP 2:** Place this completed Uniform Exchange Form inside your bag/box.
- STEP 3:** Send Package back to the following address:  
LIZard Apparel & Promotions 755 Congress Park Drive Dayton, OH 45459.

## Step 1 - PART A: Contact Information

**ORDER #** \_\_\_\_\_ Order # MUST be provided. Email support@lizardap.com if Order # is needed.

Name \_\_\_\_\_ Employee ID # \_\_\_\_\_  
*(if applicable)*

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

## Step 1 - PART B: Exchange Information

RETURNING LIST (Items to be exchanged)				TO EXCHANGE FOR	
Item #	Color	Size	Quantity	Color	Size

Additional Comments \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\* For questions about exchanges, please contact: support@lizardap.com or 937-929-0706.

