



CLOTHING RETURN AUTHORIZATION FORM

Please call 713-649-6691 to obtain your RA#

COMPANY NAME _____

CLOTHING RETURN AUTHORIZATION NUMBER:		ORDER #:
NAME:		
SHIPPING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	EMAIL:

INSTRUCTIONS:

1. Complete the returns form.
2. Make sure all components are included in the return.
3. Ship package via a traceable shipping method.

PLEASE NOTE:

WE CANNOT EXCHANGE OR REFUND ITEMS THAT HAVE BEEN MARKED OR USED.

ALL RETURNS MUST BE MADE WITHIN 90 DAYS OF RECEIVING YOUR PURCHASE.

REASONS:

- A-Damaged Garment
- B-Damaged Package
- C-Did Not Fit
- D-Did Not Order This Item
- E-Not What Expected
- F-Personalization Error
- G-Not My Order
- H-Wrong Style/Size/Color
- I-Other: _____

You must include a completed Return Form, and copy of the original packing slip.

Returned merchandise must be received in unopened original packaging with no evidence of use.

Embroidery Items may NOT be returned EXCEPT for a manufacturers defect or mistakes in the embroidery.

If you return a product for a size or style exchange, you are responsible for the return fees. We recommend that you use a traceable shipping method and insure products you plan to return, as we are not responsible for lost or damaged items during the return shipment.

Damaged shipments received in a damaged condition must be reported to us immediately upon receipt.

After your merchandise is returned and it meets our return criteria listed you will receive a full refund for the product. Shipping cost will not be refunded. If you made your purchase with your credit card, it will be applied back to the credit card used.

If you paid with a check or money order, your reimbursement check will be issued within 15 days of receipt of the returned merchandise.

If your product is NOT returned in its original condition, the item will be shipped back to you.

RETURN INFORMATION

QTY:	PRODUCT CODE:	DESCRIPTION:	PRICE:	REASON CODE:

REASONS FOR RETURN

**IF YOU PAID BY CREDIT CARD, PLEASE WRITE YOUR CC# BELOW:
IF YOU PAID BY PURCHASE ORDER, PLEASE ENTER PO# BELOW:**

<input type="checkbox"/> PO ENCLOSED	<input type="checkbox"/> CREDIT CARD
CARD #:	EXP DATE:
SIGNATURE:	

PLEASE NOTE: If you return a product for any kind of exchange you are responsible to pay the shipping fee to return the product to South Coast Fire & Safety. You are responsible for insuring items that are sent back to us as we will not be responsible for lost items. I have read and understand the terms and conditions listed for South Coast Fire & Safety. I understand that if my product is not returned in the manner in which it was originally sent back to me and denied credit and/or exchange. I also understand that I cannot return a product that has been used or that shows any evidence of use.

SIGNATURE: _____ DATE: _____

FOR QUESTIONS PLEASE CALL DIRECT NUMBER 713-649-6691

Please contact SCFS for any questions.
Monday-Friday 7:30AM-3:00PM

<https://www.scfire.com/>

RETURN TO:
South Coast Fire & Safety
6230 Brookhill Dr
Houston, Texas 77087
ATTN: RETURNS