



CLOTHING RETURN AUTHORIZATION #:

WWW.SCFIRE.COM

| All returns must be made within 90 DAYS of receiving your original purchase. | | | | |
|---|---------------|--------------|-------------------------|--------------|
| CUSTOMER INFORMATION: | | | | |
| NAME: | | | ORDER #: | |
| SHIPPING ADDRESS: | | | | |
| CITY: | | STATE: | | ZIP: |
| PHONE: | | FAX: | | EMAIL: |
| RETURN INFORMATION: | | | | |
| QTY: | PRODUCT CODE: | DESCRIPTION: | PRICE: | REASON CODE: |
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| | | | | |
| ACTION: <input type="checkbox"/> EXCHANGE <input type="checkbox"/> REFUND <input type="checkbox"/> REPLACE <input type="checkbox"/> REPAIR | | | | |
| Please fill in below if requesting an exchange or ordering additional products. | | | | |
| QTY: | PRODUCT CODE: | DESCRIPTION: | PRICE EACH: | AMOUNT: |
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| PAYMENT FOR ADDITIONAL ITEMS: | | | TOTAL FOR NEW PRODUCTS: | |
| <input type="checkbox"/> PO ENCLOSED <input type="checkbox"/> CHECK ENCLOSED <input type="checkbox"/> CREDIT CARD | | | LESS REFUND: | |
| CARD #: | | | NEW TOTAL: | |
| SIGNATURE: | | | TOTAL: | |
| <p>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.</p> | | | | |
| Signature: | | | Date: | |
| <p>MANDY HARVEY: CUSTOMER SERVICE MANAGER 713.600.9442 SHERI JENKINS: CUSTOMER SERVICE MANAGER 713.600.9444 SUSAN KUTCH: CUSTOMER SERVICE MANAGER 713.600.9443</p> <p style="text-align: center;">Please contact our managers for any questions. Monday-Friday 7:30AM-3:00PM</p> | | | | |
| <p style="text-align: center;">RETURN TO: South Coast Fire & Safety 6230 Brookhill Dr Houston, Texas 77087 ATTN: RETURNS</p> | | | | |

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:

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.

- 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.