



Return Authorization #: \_\_\_\_\_

Today's Date: \_\_\_\_\_

E-Mail: [Customer@SocialEmporium.com](mailto:Customer@SocialEmporium.com)

www.SocialEmporium.com

**RETURN MERCHANDISE AUTHORIZATION FORM**

Please fill this form out completely!

All returns **MUST** be accompanied by this form.

**SOLD TO:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**METHOD OF ORIGINAL PAYMENT**

Visa  MasterCard  PayPal  Check

Discover  Amex  MO  Cashiers Check

Name on Card: \_\_\_\_\_

CC #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

PayPal Email: \_\_\_\_\_

PayPal transaction code: \_\_\_\_\_

Original Invoice #: \_\_\_\_\_ or Original Shopping Cart #: \_\_\_\_\_

Copy of Invoice / Shopping Cart Order Included?  Yes  No

Item #	Return Code	Description	Reason for return

**Explain your request ie: what you want items you want exchanged**

Unwanted merchandise may be returned within 30 days from the date of shipment if in unused condition and in original packaging material. There is a 20% restocking fee on all orders. Original shipping and handling and return postage charges will not be refunded. Refunds will not be issued for used garments or merchandise that is deemed un-sellable. No refunds for Briefs or Underwear garments, Special, or Bargains.

**Reasons for Return:**

- 1. Pulling error by SEI
- 2. Billing Error
- 3. Duplicate Order
- 4. Customer ordered wrong
- 5. Customer didn't order
- 6. Shorted by SEI
- 7. Defective or Damaged
- 8. Exchange

**For Office Use Only:**

Received By:

Items Condition:

Re-Sellable?:  Yes  No

Date Replacement issued:

Date Refund Issued:

Comments:

Date Material Received:

Revised: 10/27/04