



RETURN MERCHANDISE AUTHORIZATION

This signed form must be included with all return shipments

Please print out this form and include a completed, SIGNED copy along with a copy of the sales order in each package shipped back to us.

- Returns will be accepted within 15 days of the date you received your original order.
- Items must be received in re-sellable condition. Proper packaging is important to prevent damage. *Trophy returns are still accepted even if they are personalized.*
- Please return your package with prepaid postage. We regret that we do not issue credit or refund for any item that is lost or damaged in return shipping.
- Reimbursement for returned items is made by the original method of payment only and original shipping charges are not refundable.
- If you receive damaged merchandise or merchandise in error, please contact our Customer Service Department at 866-794-4122.

When Returning Items Please Ship to:

K2 Trophies and Awards
ATTN: Returns Department
4128 Jacque Street
Richmond, VA 23230

Please complete the following required information:

CUSTOMER INFORMATION:

Customer Name: _____ **Phone Number:** _____

Street Address: _____

City, State: _____ **Zip Code:** _____

ORDER INFORMATION (Provided on the Sales Order included with your shipment):

Order Reference Number: _____

Customer Number: _____

Order Date: _____

Date Order Received: _____

Reason for Return:

ITEMS TO BE RETURNED

Please attach a copy of the Sales Order included with your shipment or complete the information below.

ITEM NUMBER	QUANTITY

CUSTOMER

SIGNATURE: _____