



# Returns & Exchanges

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

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

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

Order #: \_\_\_\_\_

## Instructions

- 1.) If you'd like to return or exchange any items from your recent web order, please complete the following form.
- 2.) Package the items you are returning or exchanging **with a copy of the invoice and this form**. Please keep your original invoice for your personal records.

Reason for  Return  Exchange

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you would like an exchange, what would you like to replace your item(s) with?

ITEM #	DESCRIPTION	SIZE	COLOR

- 3.) Send your package to the address below. We recommend UPS as a shipping service.

GVSU Laker Store  
The Marketplace  
ATTN: Returns and Exchanges  
1 Campus Drive  
Allendale, MI 49401