

Return Form

Please print this form and fill in the appropriate information below.
PLEASE HAND PRINT SO THAT WE CAN READ IT.

We only accept RETURNS. We do not offer an Exchange service. If you want to 'exchange' and item, simply Return the original item for a refund (step 1 & 2 & 3) and then place a NEW ORDER online for the item you wish to purchase.

Step 1 Original Order # (enter order number here):

Originally Purchased by/Shipping address for exchanges:

Name: _____

Address: _____

(City) _____ (State) _____ (Zip) _____

Phone: (_____) _____
(Daytime)

Email Address: _____

Order Number: _____

Step 2—Returns (Refund the cost of the item to my original method of payment. **Refund will be for cost of item only. Shipping costs is not refundable.**) In the form below please indicate the item(s) you are returning, including a reason code. **NO REFUNDS AFTER 30 DAYS. (We will return any request that exceed the 30 day period)**

Reason Code	Item #	Size	Quantity	Item Name	Price	Total Price

Reason Code	Quality	Satisfaction	Performance/Service	Catalog			
01	Quality unsatisfactory	31	Did not like styling	11	Care instructions failed	21	Too small
02	Defective construction	32	Did not like fabric	12	Did not perform as expected	22	Too large
03	Finish unacceptable	33	Did not like color	51	Shipping damage	23	Ordered wrong size
04	Difficult to assemble	34	Price too high	52	Wrong item shipped	41	Not as described
						42	Not as pictured

Step 3— Ship

Print this form and return your item(s) to us using the return label below. You can use any service you wish (US Postal Service, FedEx, UPS, etc). We highly recommend insuring your package and using a tracking service. We are NOT responsible for any lost or misdelivered packages. Allow 2 weeks for your return to be processed and a credit issued.

Merchandise Return Labels

ALL MERCHANDISE

Use this label and ship to us using Postal Service / FedEx / UPS. It's your choice. You should insure your package for the full value. Please keep your shipping receipt.



PLACE
POSTAGE
HERE

From: _____

TO:

TOTAL FAN SHOP
ATN: RMA DEPT
1838 ELM HILL PIKE, STE 103
NASHVILLE, TN 37210
USA

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