

**BALCO UNIFORM COMPANY INC  
RETURN AND EXCHANGE PROCEDURE**

*If an item has been altered, it is non-returnable. Alterations include but are not limited to: hemming, striping, shirt zippers, changing pocket flap or epaulet color, & applied patches. If you would like to return or exchange your product, please return the new item with tags still attached back to BALCO within 14 days of receipt.*

**1) Please complete the following information.**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dept.: \_\_\_\_\_

**2) Reason for return: (circle one)**

Too Small	Changed mind	Wrong Item	Defective (specify problem)
Too Large	Quality / Value	Damaged	Other (please comment)

**3) Enclose this form and return to:**      **BALCO UNIFORM CO. INC.**  
1135 2<sup>ND</sup> Ave. West Suite A  
Williston, ND 58801

**4) Account Action: (circle one)**      Credit Account      Refund      Exchange (specify item change)

**5) Comments:** \_\_\_\_\_  
\_\_\_\_\_