



## 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.

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

Sales Order # \_\_\_\_\_ (find in upper right corner of BALCO's paperwork)

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.

Attn: Returns

11 East Broadway, Suite 101

Williston, ND 58801

### 4) Account Action: (circle one)

Credit Account      Refund      Exchange - for: \_\_\_\_\_

### 5) Comments:

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