

# dormroom.

Name	Order #
Street	Telephone #
Street 2	E-Mail Address
City, State and Zip	

## WE MAKE YOUR RETURN AS EASY AS 1, 2, 3...

### 1. COMPLETE

Complete the Returns or Exchanges Form. Write the items you would like to return, indicate the reason for your return using the provided reason codes, and tell us how you want your return processed.

### 2. ENCLOSE

Enclose this Form in the package along with the items you would like to return. Make a copy for your records.

### 3. SHIP PACKAGE

Ship the package back to us using the pre-printed return label at the bottom of this form. Simply detach the label, fill in your return information, take to a shipper of your choice for postage, and leave the rest to us. We highly recommend including tracking on your return package.

**ANY QUESTIONS?** You will receive your refund in the original form of payment once we have received the returned products at our warehouse. If you are requesting an exchange, you will be refunded and re-charged. If you paid via Paypal, you will be responsible for replacing your order.

## RETURNS FORM

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

ITEMS FOR RETURN (SEE EXCHANGE FORM WITH DETAILED INSTRUCTIONS ON REVERSE SIDE OF THIS FORM)

List the items you would like to return or exchange and indicate the reason for your return using the Return Reason Codes on the right.

REASON CODE	QTY	ITEM NO.	COLOR	SIZE	DESCRIPTION

### Return Reason Codes:

- 01 – Quality Issues
- 02 – Didn't Like Color
- 03 – Didn't Fit
- 04 – Incomplete Shipment
- 06 – Wrong Item Sent
- 07 – Order Arrived Late
- 08 – Damaged in Shipping
- 09 – Ordered Wrong Item
- 10 – Changed Mind/Bought Elsewhere
- 11 – Poor Value for Cost
- Other

**RETURN** Refund will be given in original method of payment.

**EXCHANGE** Please complete exchange form.

**GIFT EXCHANGE** Please complete exchange form.

## EXCHANGES FORM

ITEMS FOR EXCHANGE: What new products would you like?

QTY	ITEM NO.	COLOR	SIZE	DESCRIPTION	PRICE

**SHIP TO ORIGINAL ADDRESS**  
EXCHANGE WILL BE MAILED TO "SHIP TO" ADDRESS PRINTED ABOVE

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

**SHIP TO NEW ADDRESS**  
EXCHANGE WILL BE MAILED TO THE ADDRESS AT RIGHT

CITY/STATE/ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_

PHONE# \_\_\_\_\_



PLEASE ATTACH THIS TO YOUR RETURN PACKAGE

OR# \_\_\_\_\_

Customer Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

REFUND

EXCHANGE

**dormroom.**

**ATTN: Returns**

**305 West Commerce Street  
Chambersburg, PA 17201**

**TO EXPEDITE YOUR  
RETURN YOU MUST  
USE THIS LABEL**