

Thank you for your recent Campus Traditions USA order. Returning items for exchange or credit is easy. Please note the following process for returning any items to Campus Traditions USA.

1. We will gladly accept returns for exchange or credit up to 14 days after receipt only if items have not been worn or washed and all tags are still attached. The item(s) must be in original sale condition.
2. Please Email the address listed below or call prior to sending any items back to us. You will be assigned a Return Authorization number to expedite the return. Please write this number on this form provided in your return as well as mark clearly on the outside of the shipping package. We are not responsible for delivery or refusal of any items returned without this information. Any items returned without an RA number become the property of Campus Traditions USA. Additional store policies can be found by visiting our website at <http://www.campustraditionsusa.com/info.html>

For quality control purposes, please take a few moments to indicate reason for your return. Thank you for your assistance. Please use code chart below.

EXCHANGE REQUESTED

PLEASE ISSUE CREDIT FOR RETURNED ITEMS
(TO CREDIT CARD, ONLY IF YOU ARE THE ORIGINAL PURCHASER.)

MERCHANDISE RETURNED

| REASON | ITEM NUMBER | SIZE | QTY | ITEM DESCRIPTION | PRICE EACH | TOTAL COST |
|--------|-------------|------|-----|------------------|------------|------------|
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MERCHANDISE ORDERED IN EXCHANGE

| ITEM NUMBER | SIZE | QTY | ITEM DESCRIPTION | PRICE EACH | TOTAL COST |
|-------------|------|-----|------------------|------------|------------|
| | | | | | |
| | | | | | |
| | | | | | |
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RETURN REASON CODES

| QUALITY | SERVICE | SIZING | | SATISFACTION | COLOR |
|--|-------------------------|---|-------------------------|--------------------------|-----------------------------|
| 10 Graphics/Embroidery crooked or off-center | 40 Did not order | 60 Overall length small | 30 Overall length large | 50 Did not like style | 70 Not as shown |
| 11 Faulty construction | 41 Ordered wrong item | 61 Overall width small | 31 Overall width large | 51 Did not like fabric | 71 Did not like color |
| 12 Embroidery Workmanship | 42 Shipped wrong size | 62 Chest/bust small | 32 Chest/bust wide | 52 Fabric too thin | 72 Coordinates do not match |
| 13 Faulty button/snap/zipper | 43 Shipped wrong item | 63 Waist small | 33 Waist large | 53 Fabric too thick | |
| 14 Flaw in fabric-run or tear | 44 Arrived too late | 64 Sleeve length short | 34 Sleeve length long | 54 Item not as expected | |
| 15 Fabric soiled or stained | 45 Duplicate order | 65 Neck opening small | 35 Neck opening large | 55 Other- please explain | |
| 16 Other defect-please explain | 46 Merchandise canceled | 66 Other-please explain | | | |
| OTHER | | | | | |
| 80 Changed mind since ordering | 81 Returning gift order | 82 Differs from picture as shown on website | 83 Other-please explain | | |

PLEASE ALLOW 14 DAYS FOR DELIVERY. PLEASE ONLY RETURN MERCHANDISE IN ORIGINAL SALE CONDITION. FOR CREDIT CARD ORDERS, A CREDIT WILL BE SENT TO YOUR CREDIT CARD COMPANY THE DAY FOLLOWING THE PROCESSING OF YOUR RETURN. PLEASE ALLOW 2 BILLING CYCLES FOR THE CREDIT TO APPEAR ON YOUR STATEMENT.

BACK ORDER POLICY

In the event there is an item that will be backordered, you will be contacted and you can either a) request a substitute or b) wait for that item to become available. If the order cannot be filled within 60 days, we may automatically cancel the exchange and you will be refunded any prepaid amounts excluding freight charges.

EMAIL INQUIRIES TO: customercare@campustraditionsusa.com

IF THIS WAS A GIFT ORDER, PLEASE INDICATE THE ORIGINAL PURCHASER'S NAME AND ADDRESS. THIS INFORMATION WILL AID IN PROCESSING YOUR EXCHANGE IN A TIMELY MANNER.

NAME: _____
 ADDR: _____
 CITY/ST/ZIP: _____
 ORDER # _____

SEND ALL RETURNS AND EXCHANGES TO:

**Campus Traditions USA
 ATTN: RETURNS DEPT.
 1295 VERNON STREET
 WABASH, IN 46992
 888-273-4796 Option 6**

PLEASE PROVIDE THE FOLLOWING SHIPPING INFORMATION:

NAME: _____
 ADDR: _____
 CITY/ST/ZIP: _____
 *ORDER # _____
 TEL # _____
 EMAIL: _____

— Return shipping and handling fee of \$8.00 applies

— Money Orders Only. No checks please.

RETURN AUTHORIZATION NUMBER

**REQUIRED

Please visit our other website www.rpmsportsusa.com