



EXCHANGE FORM

Please completely fill out this form and include a copy with your exchange order.

Customer & Order Information

Order # : _____ **Today's Date:** _____

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Email: _____ **Phone:** _____

Comment: _____

Exchange Item Information

Item #	Brand	Detailed Product Name	Color	Qty	Price
					\$
					\$
					\$
					\$
				SUBTOTAL	\$

Please Note: New Shipping Charge will be added to your subtotal

CUSTOMER PAYMENT INFORMATION

Please check one.

- VISA MASTERCARD DISCOVER AMERICAN EXPRESS
- BILL PAYPAL ACCOUNT (exchange will ship upon receipt of payment)

Paypal Email Address: _____

CREDIT CARD #: _____

EXPIRATION Date: _____ CVV: _____

*CVV Code: 3 digit Security code found on back of your card. 4 digit on front of card for AMEX

PLEASE PRINT NAME AND SIGN TO ACKNOWLEDGE CREDIT CARD PAYMENT USED FOR EXCHANGE COST DIFFERENCES AND NEW SHIPPING CHARGE at www.GMBShair.com

Print Name: _____ Signature: _____

Please Note:

We ship via UPS or USPS at our discretion, unless instructions in the exchange package specify otherwise. Please make sure to return the prepared merchandise including a copy of the original packing slip, both pages of this exchange form to our Returns Department. Customer is responsible for ensuring safe delivery of the items.

(Please do not mark) OFFICE USE ONLY: DATE RECEIVED _____

PROCESSED BY : _____ AMOUNT CREDITED OR CHARGED : \$ _____

SHIPPING LABEL: CUT ALONG DOTTED LINE & ATTACH POSTAGE

From:

TO: GMBShair.com
Attn: Exchange Department
 6024 John Douglas Drive
 Chattanooga, TN 37421
 U. S. A.