



**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
					\$
					\$
					\$
					\$
				<b>SUBTOTAL</b>	\$

**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](http://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.