



# Return Form

EMAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

ORDER NUMBER: \_\_\_\_\_

### RETURN REASON CODES:

1. Too Large
2. Too Small
3. Poor Quality (Please Explain)
4. Changed Mind
5. Received Incorrect Item/Size (Please Explain)
6. Damaged (Please Explain)
7. Other (Please Explain)

Product Name or Item Number	Qty.	Size	Return Code

### SIZE EXCHANGE

Product Name or Item Number	Qty.	New Size

### COMMENTS AND EXPLANATIONS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\*\*During the Covid-19 Pandemic, returns and exchanges sent by mail are being delayed 2-4 weeks due to additional safety precautions taken by shipping carriers and at our return center.\*\*

### Return Policy

- Merchandise may only be returned for a gift card code within 30 days of the date of your purchase.
- Returned items must remain unwashed and unworn.
- All sale and monogrammed items are final sale and cannot be returned.
- The customer is responsible for the shipping and handling of the returned item(s). Original shipping fees are non-refundable.
- For proof of delivery and for your records, please note the tracking number of your return package, if applicable.
- A gift card code will be sent to the email address provided at checkout.

### To Make a Return

1. Please refer to the Return Policy above to ensure that your return meets the criteria stated.
2. Complete the return form to the left and include it inside the package with the item(s) you are returning.
3. Please send your package to the address listed below. Please note the tracking number if applicable.
4. Once your package is received, please allow 5 to 10 business days to process your return.
5. A gift card code will then be sent to the email address you provided at checkout.

### Exchanges

We are now offering exchanges for the same item but in a different size. If you wish to exchange your item for a different size, please indicate that on your return form. An exchange order for the new size will be processed and shipped out to you within 5 to 10 business days once we receive your returned item. You will receive an order confirmation email to the email address of the original order. Please note that the exchange is subject to availability. If we do not have the item and size in stock when we receive your return, we will process the return and issue you a gift card code. Monogrammed items are not eligible for exchange.

### Problems or Questions?

If you believe you have received damaged or incorrect merchandise, or have any questions about your order, please contact our Customer Service as soon as possible. Reach us by email at: [customerservice@beautiesinboots.com](mailto:customerservice@beautiesinboots.com) or call 919-283-9291 between the hours of 8:00 AM and 4:30 PM EST, Monday thru Friday. All damaged items will be inspected and verified.

SEND RETURNS TO:  
Beauties In Boots, LLC  
1307 River Club Dr. N.E.  
Conyers, GA 30012

**THANK YOU FOR SUPPORTING BEAUTIES IN BOOTS!**