

Spirit Innovations

1.800.414.8778

**16514 Westgrove
Addison, TX 75001**



RETURNS AND EXCHANGES FORM

1. Complete all information below.
2. Include this form with returned merchandise.
3. Please pre-pay your shipping. We are unable to accept COD returns/exchanges.
4. Please match the name and order # with your original purchase receipt to ensure accuracy of processing.

School/Gym Name: _____ **Sales Order #** _____ or Online Order # _____

Contact Name: _____

Address: _____

City, State, Zip _____

Daytime Phone: (____) _____ Evening Phone: (____) _____

E-mail address: _____

Return for refund

Exchange for merchandise

Items Returned:

STYLE #	ITEM	QTY	SIZE	REASON FOR RETURN

Items Requested:

STYLE #	ITEM	QTY	SIZE	

Custom Items

Spirit Innovations guarantees our merchandise against manufacturing defects. We will be happy to correct any workmanship defects if we are notified within 14 days after the ship date. After the 14-day time frame, any repairs will be the sole responsibility of the purchaser.

Stock Items

Returns and Exchanges for stock items will be accepted within 14 days after the ship date. All returned items must be accompanied by a Returns and Exchanges Form. A 20% restocking fee will be charged to all returned, stockable items. For all exchanges, Spirit Innovations must receive unworn items before new items can be shipped. Shipping charges will be added to any orders requiring additional shipment for exchanges.

RETURN AND EXCHANGE POLICIES

Shoes must be returned in their original, unmarked box, and arrive clean and unlaced. If shoes are not in a restockable condition (clean, unmarked and unlaced), they will be returned to the customer.

Non-Returnable, Non-Exchangeable Items

- Items that have been worn, altered, washed, damaged or soiled.
- Items that are custom-made or personalized to your specific requests, including color, size, lettering, embroidery or printing of any kind.
- Due to health regulations, briefs, tights and stockable dancewear are not returnable or exchangeable if the package has been opened.

OFFICE USE ONLY: _____ Item damaged. _____ Item restocked. _____ Item not restockable - returned to customer.