

RETURN/EXCHANGE AUTHORIZATION

Please check one: _____ Return _____ Exchange _____ Both

This RETURN/EXCHANGE FORM MUST be filled out for any exchange or refund and must accompany the returned item. A \$5.00 handling fee will be assessed if the form is missing.

RETURNS AND EXCHANGES must be received within TWENTY ONE days from the date of the original sales receipt to be eligible for a refund or exchange. No exceptions. The item must be in its original condition and box. All parts (e.g. collar bars, pant underpasses, etc.) must be included. The original tags must still be attached. Hartmeyer Saddlery reserves the right to charge a restocking fee for any item not returned accordingly.

EXCHANGES If you are exchanging something and need the product immediately, please write on the outside of the package the word "EXHANGE" so we know to open it immediately.

MISSING, DAMAGED, DEFECTIVE OR INCORRECT ITEMS must be reported within THREE days from the date of receipt so that we can assist you correctly.

DISCONTINUED ITEMS, SPECIAL ORDERS AND PERSONALIZED PRODUCTS cannot be returned or exchanged.

HOW TO RETURN: Return your package to us insured and via any traceable method for your protection. Shipping and handling fees are not refundable unless we made an error in packing or shipping and customer contacts us within THREE days of receiving their order. Save your shipping receipt and tracking number for proof of delivery.

Returns are credited within 20 business days after your package arrives back at Hartmeyers. It takes an additional 2 to 7 days for the funds to reach your account.

THANK YOU FOR FILLING OUT THIS RETURN/EXCHANGE FORM.

Return your package to: **Hartmeyer Saddlery** (Attention: Returns)
7111 W. Bethel Av.
Muncie, Indiana 47304

Name on Order: _____

Phone Number: _____

Date of Invoice: _____

Return Item #	Description	Exchange for Item #	Exchanging for Color/Size
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Explanation of Return:

