



HERFF JONES

An employee owned company

Office Use Only

LogoArt®

MERCHANDISE RETURN / REPAIR FORM

Merchandise Return form must accompany product

Date: _____

Name: _____ Phone: _____
Address1: _____ Address2: _____
City/State: _____ Zip: _____

Account /Organization: _____
Order #: _____
Invoice #: _____
Purchase Location: _____

Item(s) returned for: Exchange* Refund/Credit* Repair

Qty.	Description	Reason for Return

Additional Comments:

Return Product to:

Herff Jones LogoArt®
Attn: Warranty Return/Repair
226 Public Street
Providence, RI 02905
1-800-837-4235

It is recommended that products be shipped via a carrier that can be tracked. Insuring the product is at the customer's discretion. Keep in mind that merchandise remains the responsibility of the customer until it is received and logged into Herff Jones receipt records.

**15% Restock Fee on items returned for credit/exchange*