

# Return/Exchange Form

<b>STEP 1</b> Fill out Contact/Ship To Information	<b>STEP 2</b> List items you are returning with reason. (See chart below)
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ORDER # \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER (\_\_\_\_) \_\_\_\_\_

E-MAIL \_\_\_\_\_

REASON	ITEM #	DESCRIPTION	QTY

<b>REASON CODES: Enter the reason code in Step 2.</b>		
<b>QUALITY</b>	<b>SERVICE</b>	<b>OTHER</b>
Q1. Damaged/Defective	S1. Not as Expected S2. Arrived too Late S3. Wrong item Arrived	O1. Changed Mind

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