

## How to Make a Return or an Exchange

Please follow the steps below for a refund or an exchange.

### **Step 1:**

Complete the return form included with your purchase. If you no longer have your return form, print this page from your browser and complete the information below.

Name: \_\_\_\_\_ ATS #: \_\_\_\_\_

Customer PO# \_\_\_\_\_

Delivery Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_

State \_\_\_\_\_ Zip: \_\_\_\_\_

Check off reason for return by putting an X in the appropriate box:

Fit \_\_\_\_\_ Comfort \_\_\_\_\_ Appearance \_\_\_\_\_ Style \_\_\_\_\_ Defect \_\_\_\_\_

Other (please describe) \_\_\_\_\_

To exchange for the same item please provide the following information:

Style: \_\_\_\_\_

Color: \_\_\_\_\_

Width: \_\_\_\_\_

Size: \_\_\_\_\_

### **Step 2:**

Place merchandise and the completed return form back in the original packaging. To help us expedite your return or exchange, please:

- Include all original packaging materials
- Include this return/exchange form
- Remove all original address labels from outer packaging, which ensures proper delivery to the location on the return-shipping label.
- Apply the return label sticker included with your purchase and apply this sticker to the outer packaging.

### **Step 3:**

Place products and this completed return form in original packaging and mail your return to:

**Capezio Dance Theatre Shop Online**

**Attn: Returns Department**

**One Campus Road**

**Totowa, NJ 07512**