katie may
los angeles

Order Number: _____
Sold To: _____
Bill To Information: _____

RETURNS + EXCHANGES FORM
Returns + Exchanges Address:
Katie May LLC
1415 Venice Blvd #405
Venice, CA 90291
1.310.929.7342

Today's Date: _____
Ship To: _____

EXCHANGES

IF YOU WOULD LIKE TO EXCHANGE ANY ITEM(S), PLEASE FOLLOW THE STEPS BELOW FOR A SUCCESSFUL EXCHANGE:
Complete the NEW MERCHANDISE section below. If you do not indicate a new credit card & billing address, the card processed on your original order will be applied to your exchange, if necessary. Enclose the completed form with the item(s) you are exchanging. Securely tape the envelope/box you are using for the exchange shipment and ship to the RETURNS & EXCHANGES Address listed on the top of this form. You will receive a confirmation email once we receive the exchange package at our distribution center. We will waive the standard shipping and handling charges once your new order has been sent out. You will also receive an email with the tracking information on your new order. Please make note that in order for an exchange to be processed, the merchandise must: a) NOT be worn, altered, soiled or washed. b) MUST be returned within 30 days of purchase date. c) Have all original tags attached. d) Please make note: all SALE items are non refundable; packages the arrive COD will be denied; all shipping and handling charges are non refundable; it is the returner's responsibility to pay for the return shipping costs; we are NOT responsible for lost packages.

#	Item	Color	Size	Qty	New Merchandise	Description	Unit Price	Total Price

Send my exchange order to: ☐ My Shipping Address ☐ My Billing Address ☐ New Address: _____

RETURNS

IF YOU NEED TO RETURN ANY ITEM(S), PLEASE FOLLOW THE STEPS BELOW FOR A SUCCESSFUL RETURN:
Complete the RETURNS section below. Select the most appropriate RETURN CODE from the chart to the left and complete the remainder of form. Enclose the completed form with the item(s) you are returning. Securely tape the envelope/box you are using for the return shipment and ship to the Returns & Exchanges Address listed on top of this form. You will receive a confirmation email once we receive the return package at our distribution center. Please make note that in order for a return to be processed, the merchandise must: a) NOT be worn, altered, soiled or washed. b) MUST be returned within 30 days of purchase date. c) Have all original tags attached. Please make note: all SALE items are non refundable; packages the arrive COD will be denied; all shipping and handling charges are non refundable; it is the returner's responsibility to pay for the return shipping costs; we are NOT responsible for lost packages.

Return Reason Codes:	
Dislike Fit	- 10
Dislike Color	- 20
Dislike Quality	- 30
Dislike Fabric	- 40
Dislike Style	- 50
Received Wrong Item	- 60

Reason Code	Item	Color	Size	Qty	Description	Unit Price	Total Price