WESTPORT BIG & TALL

1034 Windward Ridge Pkwy.
Alpharetta, GA 30005-3992
Customer Service
877-WESTPORT (877-937-8767)

RETURN/REFUND FORM

Please complete this form and enclose with return.

ORDER#

NAME

ADDRESS

CITY

STATE ZIP

DAYTIME PHONE NUMBER

MERCHANDISE RETURN INSTRUCTIONS

New or defective merchandise may be returned at any time. Our goal is to make a return or exchange as easy as possible.

1. Complete this Return/Refund form to tell us HOW TO HANDLE your return.
2. Indicate the items you would like to exchange in the REORDER section.
3. Enclose the merchandise along with this form in a well-sealed, sturdy box.
4. Choose how you would like to handle shipping:

   Fill in the RETURN LABEL on the front of the PACKING LIST. Attach the label with clear tape to the box and ship it back to us through the post office, UPS or any other insured shipper.

   OR

   Fill in the PREPAID RETURN LABEL, and $5.95 will be deducted from your refund to cover shipping charges.* If, however, you are making an exchange, shipping is on us. (We will not deduct $5.95 or charge shipping on your new item.) Simply attach the PREPAID RETURN LABEL to the box and give it to your mail carrier or take it to the post office.

   Shipping charges will not be deducted for Club Westport members. To join Club Westport, call us at 1-877-WESTPORT (877-937-8767).

WHAT IS THE REASON FOR THE RETURN?

RETURN REASON CODES:

1. TOO LARGE
2. TOO SMALL
3. WRONG SIZE ORDERED
4. DON'T LIKE STYLE/COLOR
5. WRONG ITEM SENT
6. DAMAGED/DEFECTIVE
7. DIFFERENT THAN EXPECTED
8. ARRIVED TOO LATE
9. CHANGED MY MIND
10. RETURNING A GIFT
11. OTHER

ITEM NO.	QTY	SIZE	COLOR	REASON CODE	DESCRIPTION	PRICE	FOR OFFICE USE

HOW SHOULD WE HANDLE THE RETURN/REFUND?

☐ Merchandise Exchange (please reorder below) ☐ Return (refund/credit in form of original payment) ☐ Gift Certificate ☐ Gift Return (see below)

REORDER HERE ▼

ITEM NO.	QTY	DESCRIPTION	SIZE	SLEEVE LENGTH	INSEAM LENGTH	CUFFS?	COLOR	ALTERNATE COLOR	PRICE	FOR OFFICE USE

HOW SHOULD WE HANDLE THE GIFT RETURN?

☐ Exchange ☐ Refund ☐ Gift Certificate

To whom should we send this?

NAME

ADDRESS

CITY STATE ZIP

COUNTRY

METHOD OF PAYMENT

☐ Charge (circle one)
Visa
Master Card
Discover
Amex

☐ Check/Money Order Enclosed (U.S. funds only)

☐ Gift Card

CREDIT CARD/GIFT CARD NUMBER

EXPIRATION DATE

CARDHOLDER'S SIGNATURE