Academy Uniforms Return Form

Original Order # (if available): _____

Contact Information:

Name _____

Address _____

City _____ State/Prov. _____ Zip _____

Email _____

Phone _____ Date _____

Returning

Item #	Description	Quantity	Color	Size	Reason

Ordering

Item #	Description	Quantity	Color	Size	Reason

Method of Payment
(check one): ☐ Check ☐ Credit Card
☐ Discover ☐ MasterCard
☐ American Express ☐ Visa

Expiration Date
month year

Credit Card #

x _____
Signature (as shown on credit card)

Order: _____
Tax: _____
Shipping: _____
Total: _____

Please use clear tape to attach this return label to your package.

Return Label

Please add correct postage

Academy Uniforms

1125 Oakland Blvd.
Fort Worth, TX 76103

To return merchandise:

- Fill out the form and include it in the package with the merchandise and packing slip.
- Use the mailing label provided.
- Send package back with an insured or tracked service.

Allow 15 business days for your order to be received and processed. Credit will be issued to your credit card and returned merchandise exchanged or newly ordered merchandise will be charged to your credit card along with any additional shipping charges. For items purchased by check, an Academy Uniforms check will be issued.

Questions? Call (888) 297-5243 • Fax (817) 292-1679 • helpme@academyuniforms.com

Return Policy: All returned merchandise must have original tags attached. No refunds or exchanges on garments that have been worn, washed, altered, or personally monogrammed. We will gladly issue a full refund within 90 days of your purchase with the original receipt and tags attached. After 90 days a store credit will be issued or the item may be exchanged. All refunds will be issued in the original tender. Refunds on credit/debit cards will be given credit on the card originally charged. Refunds on items paid with a check will be processed after a 10 business day check waiting period. The refund check will be mailed from the corporate office. Refunds on items paid with cash will be given cash.