



RETURN POLICY

Returns really can be as easy as ① package the items you wish to return, ② put **Packing Slip or a copy** of it in the package **and this form**, and ③ address the package and send it to us. **No need to call for Return Authorization.**

**To help process your return or exchange quickly, please provide us with the following information.
No Need to call for Return Authorization.**

1. Fill out the returns form below indicating whether you require a refund, exchange, or additional merchandise.
2. Address the package you are returning to the following address: **AtlanticUniform.com**
772 Corporate Circle • New Cumberland, PA 17070
1-800-781-2677
3. Return the package via USPS, Insured Mail, First Class Mail or Priority Mail. **Please read Shipping Notes.**

Order Number: _____

Name: _____

Address: _____

City/State/Zip: _____

Daytime Phone Number: _____

Please detail what you are returning and why, using the Reason Codes (below), in the following table:

I AM RETURNING:

Item No.	Description*	Reason Code	Qty.	Size	Price

*If Defective, Please Describe Defect

PLEASE EXCHANGE FOR:

Item No.	Description	Qty.	Size	Price

REASON CODES:

SIZING

QUALITY

SERVICE

TOO SMALL TOO LARGE

- 03 13 SLEEVE/LEG LENGTH
- 04 14 WAIST
- 07 17 OVERALL
- 08 18 ACCORDING TO CHART
- 09 19 SHOE LENGTH
- 10 20 SHOE WIDTH

- 41 DID NOT LIKE COLOR
- 42 DID NOT LIKE FABRIC
- 43 DID NOT LIKE STYLE
- 44 POOR STITCHING
- 45 BROKEN ZIPPER
- 46 OVERALL POOR QUALITY
- 51 DEFECTIVE
- 26 DID NOT FUNCTION AS EXPECTED
- 29 PARTS MISSING

- 25 NOT AS ADVERTISED
- 28 NOT WORTH THE PRICE
- 31 WRONG ITEM SHIPPED, INVOICE CORRECT
- 32 WRONG ITEM SHIPPED, INVOICE INCORRECT
- 33 EXTRA ITEM SHIPPED
- 34 ARRIVED TOO LATE
- 35 DAMAGED IN SHIPPING
- 36 ORDERED WRONG ITEM
- 37 CHANGED MY MIND

SHIPPING NOTES:

- a) If you are returning an item and want a different size, we will pay for shipping of the replacement item(s) back to you. You pay for shipping to us.
- b) If we made an error, we will pay for the return shipping (via USPS Mail not insured), and the shipping of the replacement item(s) back to you. We will reimburse your First Class or Priority Mail postage, not insurance or Delivery Confirmation.
- c) Merchandise that has been worn cannot be returned for credit or exchange, including shoes, you will be responsible for shipping both ways. **All merchandise must have original tags and packaging in place for exchange or return.**
- d) **Trousers that have been hemmed cannot be exchanged or returned.** You will be responsible for shipping both ways.