



EXCHANGE/RETURN FORM

From:

| | |
|-------|-----|
| NAME | |
| ADDR | |
| CITY | |
| STATE | ZIP |
| PHONE | |

**Return To: J HARLEN COMPANY
2811 VAN HURON DRIVE
RALEIGH, NC 27615-8416
1-888-878-5480**

| INVOICE NUMBER | DATE | SHIPPED BY |
|----------------|------|------------|
| | | |

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| <p>How To Return an Order:</p> <ul style="list-style-type: none"> • Return this completed form with your order. • Items must be new & unused in the original box • All returns must be sent prepaid. If we shipped the wrong part we will reimburse you for the shipping cost. • Insure the return part for full value to protect yourself against loss. • Prior authorization required for air freight returns. • Buyer is responsible for replacement freight charges on exchanges. | <p>Reason Codes</p> <ul style="list-style-type: none"> A. No longer need the item. B. The item is defective or missing parts. C. I am not happy with the quality of this item. D. Item is not what I ordered. E. I ordered the wrong item. F. Other; Please explain reason. |
|--|--|

| QTY | Part Number | I Want to EXCHANGE | I Want a REFUND | Reason Code | EXPLANATION |
|-----|-------------|--------------------|-----------------|-------------|------------------------------|
| 1 | Example | X | | E | Ordered Size 10 Need Size 11 |
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Notes or special instructions:

Cut out the shipping label and attach to the outside of the carton with clear tape.

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| RALEIGH, NC 27615-8416 |