

# Siesta Silver Jewelry, LLC

## Exchange and Return Form

[sales@siestasilverjewelry.com](mailto:sales@siestasilverjewelry.com)

Tel(269)548-7300 Fax(269)649-9963

**Important:** Item(s) being returned or exchanged must be in its original condition. Full refund if item(s) returned within 10 days after receipt of order. Returns after 10 days may be allowed if in original condition with a 15% restocking fee. **\*Belly Rings may not be returned.**

### STEP 1 Please fill out information below.

Customer Name: \_\_\_\_\_

Invoice Number: \_\_\_\_\_

Customer Address: \_\_\_\_\_

Email: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone: \_\_\_\_\_

### STEP 2 List item(s) you are returning, including reason

QTY	Item Number	Reason	Invoice Price	Total
Return Total				

- 1 - Wrong item shipped
- 2 - Damaged or defective
- 3 - Changed Mind
- 4 - Color or Size not as expected
- 5 - Other \_\_\_\_\_

### STEP 3 How would you like us to handle your request?

\*Shipping fees are non-refundable.

Exchange/Replace item(s) (Please fill out re-order section below)

Refund

Apply to new purchase below

Store Credit

### STEP 4 Please place your Re-order here

QTY	Item Number	Description	Unit Price	Total
Total Order				

### STEP 5

Enclose this form along with the merchandise in a padded package. Allow 3-5 days after receiving your return to process your request.

#### MAIL TO:

***Siesta Silver Jewelry, LLC***  
Attn: RETURNS PROCESSING  
PO BOX 15  
VICKSBURG MI 49097