

Today's Concept Returns / Exchange Form

Returns or exchanges are easy! Follow these 2 steps:

1. Please fill out this form and include with shipment.

Name: _____

Address: _____

City: _____

State, Zip: _____

Customer Number: _____

Invoice Number: _____

Invoice Amount: \$ _____

I want to: exchange _____ credit _____

Return Authorization Number*: _____

*We do not accept returns without an R.A. #
on the outside of the carton.

Reason for exchange: _____

For Office Use Only

Place return label here

What are you returning/exchanging?

Item #	Item Name	Qty	Defective? Y/N
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reason for return (if item is defective, please describe the problem):

OP(y/n) RTS(y/n) Damage

_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Send and **insure*** items to:

Today's Concept
140 58th St, Suite 7K
Brooklyn, NY 11220

***Insure for full value of the items returned.**

We recommend
FedEx Ground, UPS, or USPS Priority Mail

Place stamp here

Returns are processed within 48 hrs of receiving the items.

Returns will be applied to original credit card.

Questions call: 877-335-6644 or email at: info@todaysconcept.com