

# 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: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Order Number: \_\_\_\_\_

Order 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  
190 Whitman Ave.  
Edison, NJ 08817

\*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: 732-947-3211 or email at: info@todaysconcept.com