



Merchandise Exchange Form

At ViewGuard.com you can take advantage of our 28-day exchange policy on almost all of our merchandise. Items returned within 28-days of the original order shipped date & in their original condition will be exchanged within 7-days of receipt. To exchange an item, just follow the steps below.

Step 1: Please complete customer and shipping information for your original order.

Name:	Phone:	E-mail:
Order Number: VWGD-	Shipment ID (Located on Packing Slip):	RMA Number: Not Required

Step 2: Please list the item(s) you are returning and a reason for return.

Quantity	SKU #	Description	Reason Code	Condition
	VG-			<input type="checkbox"/> New
	VG-			<input type="checkbox"/> New
	VG-			<input type="checkbox"/> New
	VG-			<input type="checkbox"/> New

Reason for Return Code: (fill in letter above)	Additional Comments:
A. Ordered Wrong Size D. Damaged-in-Transit B. Ordered Wrong Product E. Incorrect Item Shipped C. Dissatisfied F. Other ()	Please make a note of your display model number if you would like us to help you select the correct size.

Step 3: List item(s) you want for your exchange.

Quantity	SKU #	Description	Price
	VG-		
	VG-		
	VG-		
	VG-		

Please charge my original credit card for the balance due:		Subtotal
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover • Last 4-Digits: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Exchange Shipping within USA \$4.95
Expiration Date: <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> Security Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> or <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Less Returned Items ()
Cardholder's Signature: _____ Date: _____		Balance Due

Step 4: Enclose and return.

Enclose the Merchandise Exchange Form and a copy of the packing slip with the merchandise packed in the original manufacturer's packaging and original condition including all shipping materials. Please keep any complimentary products as our gift. Send your package via a traceable and insured shipping method to this address:	VIEWGUARD® EXCHANGE PROCESSING 22100 E 26TH AVE SUITE #100 AURORA, CO 80019-3604
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Return Address:

Prepaid Postage
Required

Order # _____ (Required)

Shipment ID _____ (Requested)

VIEWGUARD® EXCHANGE PROCESSING
22100 E 26TH AVE
SUITE #100
AURORA, CO 80019-3604



HANDLE WITH CARE • DO NOT CRUSH

Did you remember prior to shipment to do the following?

- Complete the Merchandise Exchange Form and include inside the shipping carton?
- Include your original Packing Slip, if available, inside the shipping carton?
- Include all items in their original condition with all packaging and accessories?
- Package your return in a sturdy corrugated shipping carton?
- Complete the Return Mailing Label and paste it to the outside of the shipping carton?
- Prepay shipping fees including tracking and insurance?

We recommend you use a traceable and insured shipping method to avoid lost, misdirected or damaged-in-transit shipments. Please properly package your items in a corrugated shipping carton to prevent damage during transit.

Questions? Customer.Service@ViewGuard.com