



# Merchandise Return Form

At ViewGuard.com you can take advantage of our 28-day return policy on almost all of our merchandise. Items returned within 28-days of the original order shipped date, will get a full credit minus shipping & handling and a 15% restocking fee. To return 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: How would you like us to handle your return?

<input type="checkbox"/> Store Credit <input type="checkbox"/> Refund to Original Payment Method
--

Step 3: 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
	VG-			<input type="checkbox"/> New

Reason for Return Code: (fill in letter above)  A. Ordered Wrong Size      D. Damaged-in-Transit B. Ordered Wrong Product    E. Incorrect Item Shipped C. Dissatisfied                F. Other (                    )	Additional Comments:
---	----------------------

Step 4: Enclose and return.

Enclose the Merchandise Return 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® RETURNS PROCESSING 22100 E 26TH AVE SUITE #100 AURORA, CO 80019-3604
---	--

Return Address:

Prepaid Postage  
Required

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Order # \_\_\_\_\_ (Required)

Shipment ID \_\_\_\_\_ (Requested)

VIEWGUARD® RETURNS 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 Return 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](mailto:Customer.Service@ViewGuard.com)