

**RETURNS/ EXCHANGE CHECKLIST**

In order to expedite your Return or Exchange please follow the checklist below for a timely and accurate processing:

***Checklist for Customer Returns/Exchanges***

- Product has No sign of wear and tear
- Product is free of lint ,dirt and any other debris
- Return form is properly filled out with the following necessary information

- Customer Name
- Address
- Contact Info
- Item being Returned
- Indicate Exchange or Refund

- Please make sure that the items are returned in a trackable method
- Returns need to be returned to the below address

Orthaheel Returns  
Bender Logistics  
205 Parr Blvd  
Reno NV, 89512

From: _____ _____ _____ _____	
<b>Orthaheel Returns</b> <b>205 Parr Blvd</b> <b>Reno, NV 89512</b>	

Fill out and cut out Return address label

***For your records***

CUSTOMER NUMBER#	<input type="text"/>
ORDER#	<input type="text"/>
INVOICE#	<input type="text"/>
ITEM RETURNED	<input type="text"/>
ACTION REQUIRED	<input type="text"/>
DATE PRODUCT RETURNED	<input type="text"/>
TRACKING NUMBER	<input type="text"/>