



MERCHANDISE RETURN FORM

Thank you for your order. If you would like to return an item that you have purchased from us, *please include a copy of your invoice along with this form.* Returns will be accepted up to 30 days from the date of purchase. Items being returned MUST be in new and re-sellable condition. We cannot accept items that have been used, worn or laundered.

- ♦ Please return your package insured, trackable and PREPAID. We encourage you to protect yourself from loss or theft by insuring the return shipment and saving the receipt for your records. We regret that we will not be able to issue credit or refund for any item that is lost or damaged in return shipping.
- ♦ To **return** items please complete the Returned Items portion of this form.
- ♦ To **exchange** items please complete the Returned Items and Replacement Items portion of this form.
- ♦ Gift items may be exchanged; however, credit can only be applied to the credit card used on the original order.
- ♦ IF your order requires additional payment, please complete the Payment Information portion of this form.
- ♦ Reimbursement for returned items is made by original method of payment only and original shipping charges are not refundable.
- ♦ If you received damaged merchandise or merchandise in error please call our returns department at 1-646-330-5853

(Please circle one) **CREDIT/REFUND** or **EXCHANGE**

Order #: _____ Last name and Zip Code on original order: _____

Returned Items

Item#	Qty	Description	Size	Return Code

Return Codes: *please select one only*

- A. Too Small C. Quality E. Not as Pictured/Described G. Unwanted I. Warehouse Error
 B. Too Large D. Duplicate F. Defective/Damaged H. Arrived Late

Should we have any questions, may we contact you?

Daytime #: _____ Evening #: _____ Cell # _____
 Contact Name _____

Shipping Information: please complete if different from original order

Ship Returns To:

Brooklyn Workshop
 488 Morgan Ave.
 Brooklyn, NY 11222