

RETURN AUTHORIZATION FORM

Please fill this form out completely!

Sold To:
Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Country: _____
Phone: _____ Fax: _____
Email: _____

Method Of Original Payment:
__ Visa __ MasterCard __ PayPal __ Check __ M/O
Name on Card: _____
Last 4 digits of Credit Card #: _____
Expiry Date: _____
PayPal Email: _____

Original Invoice #: _____ or

Original Shopping Cart #: _____

Copy of Invoice / Shopping Cart Order Included?: Yes No

Cart Code	Product Description

Explain your request ie: what you want items you want exchanged

Merchandise may be returned within 90 days from the date of order in original packaging material..

There is a 15% administration fee on all refunds. No fees for exchanges.

Original shipping and handling and return postage charges will not be refunded. Manufacturer defective merchandise will be exchanged if returned within 90 days from the date of order. No refunds for Manufactured Seconds, Discounted or Bargain items.

For Office Use Only:	** US & INTERNATIONAL CUSTOMERS **	
Received By: _____	=====	
Condition: _____	DO NOT SEND PACKAGE BACK BY UPS COURIER SERVICES.	
Re-Sellable?: <input type="checkbox"/> Yes <input type="checkbox"/> No	=====	
Date Material Received: _____	To avoid additional fees, return your package by REGULAR PARCEL POST to:	You will need the USPS Postal Service Customs Declaration Green or White sticker (supplied by your postal outlet). Include the following:
Date Replacement issued: _____	HorsemanShop.com	a.. Write "CANADIAN GOODS BEING RETURNED" in the description box.
Date Refund Issued: _____	Attn: Returns Department, 2225 - 21331 Gordon Way, Richmond, BC V6W 1J9 Canada	b.. Customs Value = \$0.00
Comments: _____		

All returns MUST be accompanied by this form.