

Merchandise Exchange Form

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Service Unit: \_\_\_\_\_ Troop Number: \_\_\_\_\_

**Customer Item(s) to be Exchanged:**

Item #	Item Description	Size	Color	Unit Price	Quantity	Total Price	Reason for Exchange
<b>Important Information:</b> <ul style="list-style-type: none"> <li>Exchanges must be made in store/postmarked within 60 days of original purchase</li> <li>Receipt copy must be attached</li> <li>Customer is responsible for the shipping cost of sending items to be exchanged</li> <li>Girl Scouts – Diamonds will assume responsibility for mailing substituted items back to the customer</li> </ul>				<b>Grand Total</b>			<b>Mail Exchanges to:</b> Girl Scouts – Diamonds · c/o Retail Specialist 11311 Arcade Dr. St. 102 Little Rock, AR 72212

**Girl Scouts – Diamonds Item(s) to Substitute:**

Item #	Item Description	Size	Color	Unit Price	Quantity	Total Price	Reason for Exchange
<b>Important Information:</b> <ul style="list-style-type: none"> <li>Grand Totals must equal</li> <li>Exchanges can take 3-weeks from date exchange is received</li> <li>If substituted item grand total is larger than the exchange grand total, balance must be paid.</li> </ul>				<b>Grand Total</b>			<b>We're always open online!</b>  <a href="http://www.girlscoutshop.com">www.girlscoutshop.com</a>

**Balance Payment: \$** \_\_\_\_\_

Money Order (no cash with mailed orders)    Check (Make payable to Girl Scouts – Diamonds) (include Date of Birth & Driver's License #)

Visa    Mastercard    Discover    American Express

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Card Zip Code: \_\_\_\_\_ Chip Card: (circle one)   YES   NO

Program Credit (Fall/Cookie Bucks)

Full Account Number: \_\_\_\_\_ Amount Applied to Order: \$ \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Staff Section:</b>	
Exchange Received: _____	Exchange Fulfilled: _____
Exchange Mailed: _____	Staff Initials: _____