

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
Important Information: <ul style="list-style-type: none"> Exchanges must be made in store/postmarked within 60 days of original purchase Receipt copy must be attached Customer is responsible for the shipping cost of sending items to be exchanged Girl Scouts – Diamonds will assume responsibility for mailing substituted items back to the customer 				Grand Total		Mail Exchanges to: Girl Scouts – Diamonds · c/o Retail Specialist 3434 One Place · Jonesboro, AR 72404	

Girl Scouts – Diamonds Item(s) to Substitute:

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

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:** _____

Staff Section:	
Exchange Received: _____	Exchange Fulfilled: _____
Exchange Mailed: _____	Staff Initials: _____