

RETURN AND EXCHANGE FORM

Order Number

Customer Number

ORDERED BY (Please Print)		SHIP REPLACEMENT MERCHANDISE OR REFUND TO (Please Print)	
Address		Address	
Apt. #	P.O. Box	Apt. #	P.O. Box
City		City	
State	Zip	State	Zip
Date Returned	Home Telephone	Business Telephone	Fax

ITEMS TO BE RETURNED Requested course of action: Exchange <input type="checkbox"/> Refund <input type="checkbox"/>	REASON FOR RETURN A. Not Satisfied B. Defective C. Ordered in error D. Shipped product in error E. Received damaged F. Wrong size G. Other
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PRODUCT #	DESCRIPTION	QTY.	RETURN REASON CODE

COMMENTS

NEW MERCHANDISE ONLY

Please indicate below any new merchandise you wish to order. Your refund will be applied to this order. Shipping is applicable unless it is a straight exchange (e.g., exchange or a defective product).

PRODUCT #	DESCRIPTION	QTY.	UNIT PRICE	TOTAL

If we are out of stock on an item, it is likely that we will have more soon. Should we: <input type="checkbox"/> Ship item as soon as possible at no extra shipping charge? OR <input type="checkbox"/> Cancel your order for this item?	SHIPPING & HANDLING FEE: For ground delivery to one USA address.* \$7.95 on orders up to \$20.00 \$8.95 on orders \$20.01 to \$50.00 \$9.95 on orders \$50.01 to \$100.00 \$11.95 on orders \$100.01 to \$150.00 \$13.95 on orders over \$150.00	* Shipping rates for Alaska, Hawaii and the U.S. Territories are quoted on an individual basis by our Customer Service Department. Rates are current at the time of publication. Shipping surcharges (in addition to our regular charges) are applicable on extra-heavy/long products, as indicated in our catalog.	TOTAL OF GOODS
			SHIPPING AND HANDLING (including surcharges)
METHOD OF PAYMENT – DO NOT SEND CASH <input type="checkbox"/> CHECK OR MONEY ORDER BY MAIL ONLY. IF YOU HAVE OVERPAID, A REFUND WILL BE SENT TO YOU. SORRY, NO C.O.D.S. <input type="checkbox"/>    <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			RESIDENTS OF NEW YORK STATE AND NEVADA PLEASE ADD SALES TAX
<input checked="" type="checkbox"/> SIGNATURE REQUIRED IF PAYING BY CREDIT CARD _____ MONTH YEAR			
<input type="checkbox"/> Lee Valley Gift Card <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			LESS VALUE OF GOODS RETURNED
GRAND TOTAL (U.S. funds. Do not send cash.)			GRAND TOTAL (U.S. funds. Do not send cash.)

**POSTAGE-PAID RETURN LABEL – SEE BELOW
FOR INSTRUCTIONS.**

Should you wish to return a product you purchased from us, please fill out the Return and Exchange form and include it with your parcel. If you return a product to us, please:

1. Re-package it securely in a sturdy box.
2. Remove any and all previous shipping information and barcodes from the box.
3. Fill in your name, address and order number.
4. Affix the label to the package. If you use tape or similar material, it must not cover any part of the label where there is postage and fee information.
5. Take the package to a post office, drop it in a collection box, or give it to a postal carrier.
6. Do not add postage or insurance.

FROM: _____

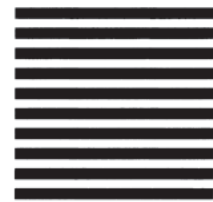
Order # _____

POSTAGE DUE COMPUTED BY DELIVERY UNIT

POSTAGE _____ **PARCEL POST**
TOTAL POSTAGE AND FEES DUE \$ _____

MERCHANDISE RETURN LABEL
PERMIT NO. 613 OGDENSBURG NY 13669
LEE VALLEY TOOLS LTD 814 PROCTOR AVE

NO POSTAGE
NECESSARY IF
MAILED IN
UNITED STATES



POSTAGE DUE UNIT
US POSTAL SERVICE
PO BOX 9998
OGDENSBURG NY 13669-9998