



# Return Authorization Form

\*\*\* If writing by hand, please write legibly \*\*\*

Date: [Redacted] RA #: [Redacted]

Sender's Name: [Redacted]

Name of Business: [Redacted]

City: [Redacted] State: [Redacted] Zip Code: [Redacted]

Tel: [Redacted] Email: [Redacted]

Invoice or PO Number Ref: [Redacted]

\*\*\* IMPORTANT: Please note that without either number, this RA can not be processed \*\*\*

Please select one of the options below on how the returned merchandise should be processed:

Pack swap only of equal or same dollar value.

\*\*\* Please note that we are unable to accommodate individual size run requests since all merchandise is prepacked \*\*\*

Credit - Credit will be stored onto your POL account and will automatically apply onto the next order.

Refund - Refund(s) will be provided to the original payment source from the order of where the returning merchandise originates from unless prior arrangements to refund methods are agreed between and concerning parties.

Confirmation and/or RECEIPTS to refund(s) and credit(s) will be issued through the POL employee that has been in correspondence regarding the details of the return relayed and noted on this form.

**Returns Process Disclaimer**  
All returns must be made within 30 days upon receipt of goods.  
All items must be unworn and NEATLY FOLDED in its original packaging OR neatly folded and packed to the best of one's ability.  
Failure to comply will result in a 20% re-stocking fee deducted from the returning merchandise on a PER PACKAGE BASIS.  
\*\*\* Package here means per returned carton/box used for returns. The 20% will be deducted from returned dollar amt totals.

Continue to next page.

Please follow instructions carefully. Inaccurate or incorrect fill outs will result in added delay to the returns process.

1. Under 'Items Returned' please provide the **style number**.
2. Under 'Size', if an entire pack is being returned, please note 'ALL'. Do not need to note qty.
3. If only a few pieces of 1 style is being returned, please note the sizes being returned under 'Size'.
4. Under 'QTY (pcs)', please note the piece quantity being returned per size.

Listed below are codes used to help our returns team to identify the reason for the return.

Please write/enter in the letter of the code that best identifies the condition under the code column.

IMPORTANT: If a code is not provided, the returns process will take longer than expected and no estimate can be provided as to when the credit or refund will be available.

<b>D</b>	Defective and/or damaged	<b>W</b>	Wasn't what I expected
<b>C</b>	Cancelled or arrived too late	<b>F</b>	Fit did not meet requirements
<b>Q</b>	Quality was poor	<b>I</b>	Incorrect items
<b>M</b>	Missing units from original packaging	<b>O</b>	Other

**Marking Damaged Items:** Please help in marking with colored tape or note on the 3rd page of the location to where the defect/damage has occurred if images have not already been provided.

**MUST READ BEFORE SUBMITTING**

Returned merchandise list must reflect contents of package.  
 Listed items and contents of package **MUST MATCH**. If not, the return will be withheld until further notice.  
 If returns exceed the itemized limit below, please speak with our team for further instructions.  
 Please type/write accurate and legibly. This will help in expediting the return.  
 For any questions regarding the fillout, please call 310-715-1370.

	Style #	Color Name	Code	Size	Qty (PCS)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Terms of agreement: I agree that all above information is true and has been filled out to the best of my knowledge. I understand that at anytime POL has the right to withhold or delay the return if the above information is not true or inaccurate. I agree to and understand the terms listed on this page.

Date:

Signature:

