

DanceShoesStore.com Return/Exchange Form

No need to call or write, just follow these simple steps:

1. Please fill out this form and return with merchandise.
2. Send merchandise in its original box along with the Return/Exchange form and a copy of original packing slip/receipt.
3. **Return your package to our supplier's warehouse:**

DanceShoesStore.com Warehouse
Attn: Return/Exchange Processing DOCK A
10501 Valley Blvd. Unit 1118
El Monte, CA 91731

- * For your protection, we recommend you obtain a tracking number and/or insurance when you ship your items to us.
- * Shoes with soiled soles or shoes which have been used on a hard surface cannot be returned for credit nor exchange.
- * Item must be shipped back to us (postmarked) within 21 days from when you received your order

If you have any questions, contact Customer Services at 888-800-8388

Your Billing Address	Your Shipping Address (if different from billing address)
Name	Name
Address	Address
Address	Address
City/State/Zip	City/State/Zip
Phone	Phone
Email	

Action You Wish to be Take (Select box below)

☐ Replace ☐ Exchange ☐ Refund* (Refund will be in form of original payment)

Merchandise Being Returned (Please use reason code below)

Reason Code	Item No.	Color	Heel	Size	Quantity	Price

Replacement/Exchange* or additional merchandise if desired

Reason Code	Item No.	Color	Heel	Size	Quantity	Price

* Replacement/Exchange items will be shipped to you at \$9/pair S&H fee

* Returns for a refund will be subject to a \$15 re-stocking fee (except for styles shown to have factory defects, were damaged in shipping or the wrong item was sent).

Payment method for re-shipping S&H charge

<input type="checkbox"/> Check	Please make your check payable to Dance Shoes Store and return with the item
<input type="checkbox"/> Paypal	Please submit your payment to paypal@danceshoesstore.com
<input type="checkbox"/> Credit Card	I authorize DanceShoesStore.com to charge the S&H fee on my card Credit Card #: _____ Expiration Date ____ / ____ CVV Code: _____

Reason Code for Return

WM – Changed Mind
WE – Ordered Wrong Size
WF – Fit Issue
WC – Received Wrong Size
WI – Received Incorrect Item
WP – Received Damaged
WZ – Defective: (Please Explain) _____



Do Not Fill In – Office Use Only

RA #:

CM #:

OC #:

CC #: