

# DanceShoesNow Return/Exchange Form

## No need to call or write, just follow these simple steps (please read entire page):

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

**Dance Shoes Warehouse  
Return/Exchange Processing  
10501 Valley Blvd., Suite 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 10 days from when you received your order

If you have any questions, email Customer Service at [info@DanceShoesNow.com](mailto:info@DanceShoesNow.com)

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 require an additional \$15 S&H fee per order.

\* Returns for a refund require a \$20 re-stocking fee per order (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 <b>Dance Ten &amp; mail to P.O. Box 492184, Los Angeles, CA 90049</b>
<input type="checkbox"/> Paypal	Please submit your payment to <a href="mailto:info@DanceShoesNow.com">info@DanceShoesNow.com</a>

## 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) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# DanceShoesNow

Do Not Fill In – Office Use Only

RA #:

CM #:

OC #:

CC #: