



# RETURN AND EXCHANGE FORM

Please enter the appropriate information below, then print form.  
(Or you may print the form and complete it by hand.)

**Have Any Questions?** Please call us  
at **1-800-HANDBEL** (800 426 3235)

<b>STEP 1: ORDER INFO</b>					Original Order # (if available):						
<b>ORIGINALLY PURCHASED BY:</b>					<b>SEND REFUND OR EXCHANGE TO:</b> (if different from left)						
Organization					Organization						
Name					Name						
Address					Address						
City		State		Zip		City		State		Zip	
Phone					Phone						
Email					Email						

Please select one of the following options:      **Exchange for another item(s) – fill out Step 2 and Step 3**      **Reimburse my original method of payment – fill out Step 2 only**

<b>STEP 2: RETURNS</b>					In the section below, indicate the item(s) you are returning. Please include a reason code.						
Reason Code		Item No.		Qty		Item Name		Price		Total	
Reason Code		Item No.		Qty		Item Name		Price		Total	
Reason Code		Item No.		Qty		Item Name		Price		Total	
Reason Code		Item No.		Qty		Item Name		Price		Total	
<b>REASON CODES:</b>	<b>01</b> Defective		<b>02</b> Ordered wrong item			<b>03</b> Incorrect item shipped					
	<b>04</b> Shipping damage		<b>05</b> Product did not meet expectations			<b>06</b> Other (please describe in field at right):					

<b>STEP 3: EXCHANGES</b>					For the fastest service, place a new order online. We'll ship your new item right away. A credit will be issued to your account upon return receipt of your original item(s). <b>Note: If you are using this option, you do not need to fill out step 3.</b>					
Please indicate the items you have selected to receive in exchange for the items you have listed for return in Step 2.	Item No.		Qty		Item Name		Price		Total	
	Item No.		Qty		Item Name		Price		Total	
	Item No.		Qty		Item Name		Price		Total	
	Item No.		Qty		Item Name		Price		Total	

## STEP 4: RETURN PRODUCT TO MALMARK

Securely pack your products, enclose this return form and have them shipped to the following address:

<b>Shipping by US Mail:</b>	Malmark Bellcraftsmen • Returns Department PO Box 1200 • Plumsteadville PA 18949	<b>Shipping by UPS or FedEx:</b>	Malmark Bellcraftsmen • Returns Department 5712 Easton Road • Plumsteadville, PA 18949
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NOTE: Return shipping is the responsibility of the customer. If a shipping error occurred on behalf of Malmark, a full shipping credit will be given upon credit issue.

**Internal Malmark Use Only:**