

Club Supplies Return and Exchange Form



Please type in the appropriate information below, then print this form and return it with your merchandise.
(Or you may print the form and complete it by hand.)

- Return pre-paid via regular UPS, FedEx or Parcel Post (COD returns will not be accepted).
- Return merchandise to: LIONS CLUBS INTERNATIONAL
CLUB SUPPLIES SALES DEPARTMENT
300 W. 22ND STREET
OAK BROOK, IL 60523-8842

Step 1

Original Order # (If available): _____

Originally Purchased by: ☐ Address Change
Name: _____

Address: _____

Daytime Phone: (_____) _____

Email Address: _____

Send Refund or Exchange to: (If different from left)

Name: _____

Address: _____

Daytime Phone: (_____) _____

Email Address: _____

Step 2

In the form below please indicate the item(s) you are returning.

- Indicate a reason code. (Shown below)
- Check the box for "Refund" or "Exchange" for each item.
- If exchanging the returned item, please indicate the new item you would like to receive in its place.

EXCHANGE FOR:

ITEM #	RETURNED QUANTITY	REASON CODE	REFUND	EXCHANGE	ITEM #	SIZE / COLOR	DESCRIPTION
			<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>			

REASON CODES:

- | | | |
|---------------------------------|-------------------------------|----------------------------|
| 01 Arrived too late | 04 Item not ordered | 07 Wrong color/size |
| 02 Defective merchandise | 05 Damaged in shipment | 08 Not as expected |
| 03 Wrong item shipped | 06 Incorrect lettering | 09 Other |

Step 3

Method of Payment:

If the total of your exchange or new order exceeds the value of your return, please provide a method of payment for the difference.

- ☐ Credit Card
- ☐ Check or Money Order enclosed

Credit Card Information:

☐ VISA ☐ MasterCard® ☐ Discover®

Card Number: _____

Signature: _____

Saleable condition items (excluding personalized, engraved or special order product) may be returned for exchange or refund, less shipping charges, within 90 days from your receipt of the order. Complete this form or a separate sheet, indicate the reason for return and include with the shipment. Be sure to provide your name, club name/club number and invoice number. Credit will be issued after we receive the return.

If package received in damaged condition keep original carton and contact us or the shipper within 10 days.

Have Any Questions?

Contact Us By Email:
orderdetails@lionsclubs.org

Contact Us By Phone:
Monday-Friday 8:00AM to 4:30PM CST (Closed Holidays)
LCI Headquarters: 630-571-5466
Club Sales Department: 1-800-710-7822*

*limited to U.S. (including Alaska and Hawaii), Puerto Rico, U.S. Virgin Islands and Canada