

Customer # \_\_\_\_\_ Invoice # \_\_\_\_\_ Date \_\_\_\_\_  
 School Name \_\_\_\_\_ Contact \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**RETURNS OR EXCHANGES** We want you to be a satisfied Rhyme University customer. Letting us know the reason for your return or exchange will allow us to serve you better in the future. Please check the appropriate box below to let us know the reason for your exchange or return.

- Color     Size     Quality     Other

**RETURN ONLY** shipping & handling charges are non-refundable unless manufacturer error

Return Item #	Description	Qty.	Item Price	Total
<b>Merchandise Total</b>				

Please include a copy of your invoice when returning merchandise. Refunds for credit card purchases will be credited to the same account. If you paid for your purchase with a check or money order, a refund check will be issued.

**RHYME UNIVERSITY  
GUARANTEE**

**Your satisfaction is important to us. If you are not fully satisfied with our products or services, we will gladly refund the full price of your merchandise total.**

**EXCHANGE**  Check this box if you have already placed your exchange by phone

Return Item #	Description	Qty.	Item Price	Total

Return Item #	Description	Qty.	Item Price	Total
DO NOT COMPLETE SHADED SECTION IF				
YOU HAVE ALREADY PLACED YOUR				
EXCHANGE ORDER BY PHONE				

- Please send check or money order payable to Rhyme University with all exchanges.
- Payment must accompany all exchanges.
- Replacement merchandise will not be sent if shipping and handling charges are not included.

**Sales and Usage Tax**  
 Rhyme University is required by law to collect sales tax on orders shipped to applicable states. In addition, your purchase is not exempt from sales or use tax merely because it is made over the Internet or by other remote means. States require that consumer's sales or "Use Tax" be paid annually on the appropriate tax forms. Please be aware that we are required to provide applicable states as well as consumers in those states with an annual statement that will include your name, billing and shipping address, and the total dollar amount of your purchases. For more information, go to [www.rhymeuniversity.com/faq-info](http://www.rhymeuniversity.com/faq-info).

Visit [RHYMEUNIVERSITY.COM/FAQ-INFO](http://RHYMEUNIVERSITY.COM/FAQ-INFO) for complete Sales Tax information

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Return/Exchange Department  
 4875 White Bear Parkway  
 White Bear Lake, MN 55110

Cut and affix label to all return/ exchange packages

**Conditions and Terms for Returns**

- Review orders upon receipt. Discrepancies must be reported within 3 days of receipt. Returns and exchanges are only accepted within 15 days of delivery. A 15% restocking fee will be charged for all returned items.
- Full refunds are accepted only if products are returned unopened, unused, and in original packaging within 15 days of invoice date. No returns accepted on opened caps and gowns.
- No returns or exchanges after 90 days.
- Fill out the return form completely (Be sure your customer # is clear) and enclose it inside of your return package.
- Tape package securely and return via insured parcel post, FedEx, or UPS.
- Customer is responsible for all shipping & handling charges for returns.
- Shipping & handling are non-refundable unless return is due to manufacturer's error.
- No refunds or exchanges for custom printed items unless due to manufacturer's error.
- Allow 7 days for processing of returns, exchanges, or credits after receipt by Rhyme University.

Visit our website for complete shipping information:  
[RHYMEUNIVERSITY.COM/SHIPPINGHANDLING](http://RHYMEUNIVERSITY.COM/SHIPPINGHANDLING)