

MERCHANDISE EXCHANGE/RETURN FORM

Thank you for shopping with Delphi. Your satisfaction is very important to us. We hope you are pleased with your purchases; however, should you need to return an item for an exchange or refund, please fully fill out and include the form on page two of this print out with your return.

If requesting a refund – Refunds will be issued using the same payment method used in the original purchase.

If merchandise is damaged in shipment – Please hold merchandise in the package it arrived in. Contact Delphi directly at 1.800.248.2048 to report any/all damage.

IMPORTANT NOTE: When returning an item, **please include ALL packaging**, manuals, etc. that were in the original package. Any item that is being returned for refund or exchange for any other item must be “like new” condition and include all manuals, warranty cards, etc. **A restocking fee will be charged for products returned in other than “like new” condition.**

Please refer to the DelphiGlass.com website for a complete description of our return and warranty policies.

Thank you for your order!

-Delphi Team

-----Return Shipping Label-----

<hr/> <hr/> <hr/>	Postage is Required
Delphi Glass Creativity Center Attn: Returns 3380 E Jolly Rd Lansing, MI 48910	

MERCHANDISE EXCHANGE/RETURN FORM

ORDER INFORMATION:

Order #: _____
Name _____
Address _____
City _____ State _____ Zip _____

If you have had the item(s) for more than **30 days**, please call 1.800.248.2048 or 517.394.4631 for a Return Merchandise Authorization (RMA) number.*

RMA # _____

*All returned items accompanied by an RMA must be postmarked within 10 days of the RMA date given in order for the RMA to be honored and credit given on the product being returned.

I WOULD LIKE TO:

____ Make an Exchange and obtain exact replacement(s) of returned item(s)

____ Exchange and Reorder new Merchandise (See new items below)

____ Receive Credit/Refund

ITEM(S) BEING RETURNED

QTY	Item #	Item Description	Price	Reason for Return

Total price of returned items _____

NEW EXCHANGE ITEM(S)

QTY	Item#	Item Description	Price	Reason for Return

Important: If the total price of item(s) being reordered is larger than the total price of item(s) being returned, please enclose a check for the difference (keeping in mind glass and came will have boxing fees) or fill out charge card information below. If it is less, we will issue a refund.

Charge Card # _____ Exp. Date _____