



KJC Product Return Form

PLEASE SAVE AND EMAIL TO KJCORDERS@KRISTOPHERJAMESCOMPANY.COM WHEN COMPLETE

Company Name _____

Cost Center Number _____

Address, City, State & Zip _____

KJC Order Number _____

Date of Return Request _____

Item Number(s) _____

Email Address _____

Reason For Return *please check below*

Product Damaged

Ordered Wrong Product

Ordered Too Many

Description Incorrect

Other _____

Please put all items being returned in a box and email KJC this form.

How many boxes total _____

Customer is responsible for inspecting and accepting any portion of an order that is damaged, defective, or otherwise fails to conform to the goods specified in the Customer's order, subject to these requirements:

*Customer must send all returns accompanied by a KJC issued UPS Return Label.

*KJC will not accept any returns from Customer for product that is designated as "Non-Returnable Item."

An example of a Non-Returnable item is any food product that was in good condition when delivered. Please reach out to KJC if you have any questions.

*Customer must request a Return authorization and return the merchandise to KJC within the following time frames:

o 30 days from date of invoice for returns due to customer error (such as ordering the wrong item); merchandise must be in re-saleable condition.

o 30 days from date of invoice for any defective merchandise.

- KJC will charge a \$15 restocking charge for any products returned not due to KJC error unless already negotiated

Once your Return Request is Submitted a KJC representative will email you a UPS Return Label to attach to the box for UPS pick up.

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