

# Return/exchange form

Please print this page, fill it out completely and return it with your shipment.

Name: \_\_\_\_\_ Order date: \_\_\_\_\_

Phone: \_\_\_\_\_ Order number (found on invoice): \_\_\_\_\_

Email: \_\_\_\_\_ Type of return (check one):  Refund  Exchange

I am returning or exchanging the following items:

| Item number | Quantity | Item description | Reason |
|-------------|----------|------------------|--------|
|             |          |                  |        |
|             |          |                  |        |
|             |          |                  |        |

I am exchanging the above items for the following items:

| Item number | Quantity | Item description | Reason |
|-------------|----------|------------------|--------|
|             |          |                  |        |
|             |          |                  |        |
|             |          |                  |        |

## Return/exchange policy

Customized products may not be returned or exchanged.

All other items can be returned unused and in their original condition within 15 days of purchase for a full refund of the price of the merchandise (does not include cost of shipping). Items should be sent in their original packaging and include a completed return form.

Please return items via FedEx or UPS only to:

InspireYourPeople.com  
115 South 15<sup>th</sup> Street,  
Suite #502,  
Richmond, VA 23219

We ask that you ship via FedEx or UPS as they are able to track packages. Please keep a record of your package's tracking number once it's shipped. This will help us ensure that no returned merchandise is lost in transit.

Please allow 2 weeks from the time you mailed your returned item for us to receive and process your refund. If you would like to check on the status of your returned merchandise, please call 866-952-4483.

## InspireYourPeople.com

115 South 15<sup>th</sup> Street, Suite #502 | Richmond, Virginia 23219  
ph. 804-762-4500 | fax 804-884-3831 | InspireYourPeople.com