

RETURN AND/OR EXCHANGE INSTRUCTIONS

(Please use only this address for ALL Marcus Uniforms Returns.)

Marcus Uniforms
5302 W. Fond du Lac Ave.
Milwaukee, WI 53216

1. On all correspondence or returns, please include your name, contact information and order number.
2. We will gladly accept for exchange or refund merchandise which is in its **original condition with tags attached** and is returned within 30 days of purchase. Late returns may be refused or may result in a restock fee. **Embroidered, washed, worn, soiled or altered** merchandise cannot be returned. This includes garments bearing make-up or deodorant spots. Try your shoes on indoors on carpeting. Shoes must be in the original shoebox and the shoebox can't be used as the shipping container. We must be able to return the item to inventory in brand new condition. Returns of 5 or more items may result in a 20% restocking fee. Shipping is not refundable.
3. We will reship exchanged merchandise to you free of charge one time per order if the original order was shipped to an address within the continental U.S., and the return was received in new condition within the return period.
4. Claims for missing items must be made within 7 days of receipt.
5. Fees for refused packages or undeliverable charges may be deducted from your refund.
6. We recommend, but do not require, a carrier that provides a tracking number such as USPS First Class, USPS Priority or UPS Ground.

If your address is different from the original order, please mark box.

NEW ADDRESS

Order Number: _____ Phone: (_____) _____

Customer Name: _____ E-mail: _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

ITEM(S) RETURNED

Item Number	Size	Color	Description	Quantity	Price Each	Total Price	Reason For Return

If there is a **defect** or **other issue**, please include explanation below:

Customer Preference: **Exchange** **Refund** **Store Credit**

Check Enclosed - Orders paid with a check will be held for 10 business days;
 If you'd like to avoid this delay, please contact us to arrange credit card or PayPal® payment.

ITEM(S) REQUESTED

Item Number	Size	Color	Description	Quantity	Price Each	Total Price

For questions about our return policy, please visit the Customer Service section of www.MarcusUniforms.com
 or call 1-800-453-3944 • 8:00AM-5:00PM Central Time • M-F