



# Product Return and Exchange Form

To return an item for a refund or an exchange, please follow the simple steps below:

1. Print out this page.
2. Complete the form with requested information and indicate action to be taken.
3. Enclose this form with your package and ship prepaid to:

**ArtistGifts.com**  
**Attn: Returns & Exchanges**  
**PO Box 1743**  
**Prineville, OR 97754**

**Order Number** (if Available) \_\_\_\_\_ **Today's Date** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Note: If you do NOT have an Order Number please fill out info below:**

Name: \_\_\_\_\_ Phone number: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

If the item was a gift, please provide the name AND Email Address if possible of the person who gave you this gift.

Name: \_\_\_\_\_ Email address: \_\_\_\_\_

**Reason for Return:**

- I changed my mind.
- I would like to exchange another Size/Product (please indicate Item(s) or Size for Exchange below)
- Other (please describe below)

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**REFUND REQUEST**

A Refund will be promptly credited to the original Method of Payment. We will email you with confirmation of the refund.

If you are not the buyer and would like a store credit please check this box.

**EXCHANGE REQUEST**

FREE Shipping back to you with Exchanges (US Shipments Only). Please Note: We may contact you if we have any questions or issues with your exchange.

**Thank you for your business!**

If you have any questions or comments please email us at: [Returns@ArtistGifts.com](mailto>Returns@ArtistGifts.com).