

# Easy Return or Exchange Instructions



## Simply Guaranteed.™

*If for any reason you are not satisfied with the product you purchased from us, we will exchange or issue you a full refund of the purchase price, excluding the shipping charges.*

### 7 Easy Steps – Return or Exchange Instructions

1. Pack your return in the original packaging, if possible. Use the G&K address label enclosed to ship product back.
2. Enclose the packing slip with your return, and fill out the information at the top of this form. Be sure to retain a copy of the packing slip for your records.
3. Circle the item(s) that you wish to return and indicate the quantity and reason(s) for the return on the front of the packing slip. Please use the reason codes given below.
4. For an exchange please use the order form on the back to list the item number, item description, color, size and quantity you wish to purchase.
5. We recommend that all returns be sent via a traceable carrier such as UPS, FedEx, or USPS. Please also note that we cannot accept C.O.D. deliveries.
6. For a return, the original credit card or G&K business account will be credited for the original purchase amount excluding freight charges. Note, It usually takes 1–2 billing cycles for the refund to appear on your credit card statement.
7. For the exchange we will process the order and charge your original credit card or G&K business account with the product cost plus shipping, handling and applicable tax.

### Reason Codes for Return

Add the reason code to the front of the packing slip next to the item(s) you wish to return:

- |   |                         |                                     |
|---|-------------------------|-------------------------------------|
| 1. Did not like product size (too big or too small) | 4. Damaged or defective | 7. Embroidery wrong or poor quality |
| 2. Did not like product color                       | 5. Delivered wrong item | 8. Other (please specify): _____    |
| 3. Did not like product style                       | 6. Arrived too late     | _____                               |

### Please complete the following:

Customer Name: \_\_\_\_\_

Sales Order #: \_\_\_\_\_

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

\_\_\_\_\_

### Please Ship Your Returns to:

G&K Services  
Attention Returns Department  
6029 LaGrange Blvd  
Atlanta, GA 30336

### Return Processing Time

Returns will be processed within 1–2 business days upon receipt of the product.

### G&K Catalog Returns Only

We are sorry, but we can only accept returns of purchases made through the G&K Services Direct Purchase Catalog. Other purchases or products rented from G&K Services must be returned to the original place of purchase. Please consult your original place of purchase for return policies and procedures. Returned merchandise not purchased through the G&K Services Direct Purchase Catalog will be returned to you.

### Questions or Defective Merchandise Return

Please contact customer service at 1-877-352-8181 if you should have any questions or to arrange a no-charge pick-up for defective merchandise.



# Exchange Order Form

Please include this order form with returned items for your new order

New Item #	Item Description	Color	Size	Quantity	Employee Name	Logo ID/Logo Info	Logo Placement

*Delivering Uniform Service Excellence.™*



[gkservices.com/shop](http://gkservices.com/shop)

**G&K SERVICES**