

Purchase Officials Supplies Return/Exchange Form

Returns and exchanges will be accepted up to 30 days from the date of purchase. Items being returned MUST be in new and re-sellable condition with the tags still attached (if applicable). Purchase Officials cannot accept items that have been used, worn or laundered. Additionally, compression undergarments cannot be returned or exchanged. If you have any additional questions please call our customer service department @ 800-767-2233, Monday - Friday, 10am-5pm (ET).

How to return or exchange items:

1. Verify the item(s) being returned or exchanged meet the guidelines listed above
2. Fill out the information below fully and completely
3. Make a copy of your original receipt
4. Ship your package with a copy of the original receipt to the address below.

*Purchase Officials will not be responsible for any items lost or damaged during returned shipping. We recommend obtaining tracking information for your records.

Return/Exchange Information

***Customer Information:** **Original Reference #** _____

Name: _____

Address: _____

City, State Zip: _____

Daytime Phone: _____

Email: _____

Items being returned/exchanged (used separate sheet if necessary & please check appropriate box below)

Quantity	Item #	Color	Size	Return	Exchange	Description
Example (1)	ST-5131	Navy	XL		✓	Smitty Navy XL Umpire Shirt

Items needed in exchange (use separate sheet if necessary)

Quantity	Item #	Color	Size	Description/Notes
Example (1)	ST-5131	Navy	2XL	Smitty Navy 2XL Umpire Shirt

Additional Information

Please attach a separate note if necessary to clearly explain any additional instructions that will aid us in quickly processing your return/exchange. Shoes being returned or exchanged must be in unworn re-sellable condition with original box. SHOES AND ORIGINAL SHOE BOX MUST BE PLACED INSIDE A SEPARATE SHIPPING BOX. Shoes being returned or exchanged not following this procedure may not be accepted or are subject to a 15% re-stocking fee. SPECIAL ORDER items being returned or exchanged are subject to a 15% restocking fee.

*For customers making a return please be sure to list an accurate daytime phone number. Purchase Officials may contact you to obtain credit card information to process refunds (unless listed below). For our customer's security, credit card information is not kept on file under any circumstance.

For Refunds:

Credit Card Number: _____

Expiration Date: _____

CVV Code - 3 or 4 digit (AMEX): _____

Billing Zip Code: _____



300 Opportunity Parkway
Suite #1
Akron, OH 44307
800-767-2233