

# *Harmons Thank You Site*

## Return/Exchange Form

### Only return/exchange unworn items

1. E-mail Makaya at [makaya@specialty-apparel.com](mailto:makaya@specialty-apparel.com) to let her know the items are on their way or if you have any questions/concerns.
2. Print and complete this form and send it the box with the returned items.

#### **Return- No exchange:**

- If Thanks Certificates were used, please re-issue the associate new Thanks Certificates for the same value.
- If item was Payroll deducted, please email [10payroll@harmonsgrocery.com](mailto:10payroll@harmonsgrocery.com)

Item Description: _____ Reason for the return: _____ _____ _____
Associate's Name: _____ Badge #: _____

#### **Exchange:**

Item Description: _____ Reason for the exchange: _____ _____ _____
Associate Name: _____ Badge #: _____
Returning size: _____ Please send size: _____

People Support Manager: \_\_\_\_\_ Phone #: \_\_\_\_\_

Store: \_\_\_\_\_ Order #: \_\_\_\_\_

Please include a copy of the order if possible

#### **Return item to:**

Specialty Apparel  
Attn: Makaya Shropshire  
3586 West 900 South  
Salt Lake City, UT 84104