

Return To:

Urban Suite T's
84 Southgate Square #1097
Colonial Heights, VA 23834



Return/Exchange Form

STEP 1

Fill out Contact/Ship To Information

STEP 2

List items you are returning including reason for return. (See chart below)

ORDER # _____

NAME _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

DAYTIME PHONE NUMBER _____

E-MAIL _____

REASON	ITEM NUMBER	DESCRIPTION	COLOR	SIZE	QTY

REASON CODES: Enter the reason code in step 2.

FIT

- 51. Too Small
- 52. Too Big

QUALITY

- 53. Damaged/Defective

SERVICE

- 54. Not As Expected
- 55. Arrived Too Late
- 56. Wrong Item Arrived

OTHER

- 57. Changed Mind

Return/Exchange Information

Enclose the return form with merchandise. Attach the return label provided in your shipment. Return to address below: Urban Suite T's, 84 Southgate Square #1097 Colonial Heights, VA 23834. We highly recommend placing a tracking number on your return to ensure delivery status to Urban Suite T's.

RETURN & EXCHANGE POLICY

Please be sure to send us your item(s) back in full accordance with our Return Policy:

- Items must be unworn, unwashed, and have original tags attached and returned in their original packaging. We cannot accept returns of items that have been damaged, worn, soiled, and without clothing tags. Items must be in a condition suitable for resale.
- Items must be free of stains, makeup, deodorant, or wear.
- Any merchandise marked "Final Sale" cannot be returned.
- Returns are processed within 5-7 business days after your item(s) are delivered to us.
- We are not liable for any return packages that may become lost or stolen in-transit. Please keep your proof of postage and/or return tracking number when shipping back your returns.
- All returns must include an order packing slip or return invoice clearly indicates which items are being returned. If this is not filled out correctly, your return may experience issues in processing.
- Damaged, defective, or incorrect items must be reported within twenty-four (24) hours of delivery.

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