

## Return Policy

Thank you for shopping with youruniformsource.com. For any concerns, feel free to contact us (Monday-Friday 8:00 am-4:30 pm CST) at 1-800-621-3344 or email us at email@youruniformsource.com.

PLEASE INSPECT YOUR ORDER IMMEDIATELY UPON RECEIPT. IF YOU BELIEVE YOU RECEIVED DEFECTIVE MERCHANDISE, WERE SENT INCORRECT ITEMS, OR ARE MISSING ITEMS FROM YOUR ORDER, YOU MUST CONTACT CUSTOMER SERVICE WITHIN 3 DAYS OF RECEIPT. ABSOLUTELY NO EXCEPTIONS.

### What is your return policy?

We want you to be completely happy with your purchase. If you are unsatisfied for any reason, unworn, unwashed garments may be returned within 60 days of purchase. Customized garments, such as those with embroidery, name patches that are altered by your Uniform Source or the customer, cut-to-order, nonstock custom garments, overstock/clearance garments, and garments that are on sale for 35% or more are final sales. If final sales are returned to us, they will be sent back to you. A 10% restocking fee applies to returned garments where the amount is credited back to you on your credit card. Refunds will be processed on the same card used for the original transaction. A restocking fee is waived for merchandise credits. If you choose a merchandise credit, an online code will be emailed to the email address provided on the return form.

**If an order is returned past the 60 day limit or does not fit the return guidelines, the items will be sent back to you and a standard shipping charge will be applied to your card, OR we can send the items back to you with a future order. We will hold non-returnable garments for 30 days. After 30 days, the items will be donated to charity.**

### What is your exchange policy?

It is best to place a new order for any items you want and send back any return items to be processed for a refund or online credit.

### Your Uniform Source Guarantee

ANY garment may be returned due to processing errors or manufacturing or fabric defects. The 10% restocking fee is waived for this scenario.

### How to return or exchange

1. Call 1-800-621-3344 for a return authorization number or email us at email@youruniformsource.com. In order to make a return, please refer to our return policy above to ensure that your return meets our criteria.
2. Print out and complete this return form. Enclose this in the return package.
3. Return shipping charges are to be covered by the customer. Original and return shipping fees are non-refundable. Exceptions are defective, damaged, or incorrectly processed garments. Federal Express or insured Parcel Post is recommended. COD shipments will be rejected.
4. Ship all returns to Your Uniform Source, 1060 West Van Buren Street, Chicago, Illinois 60607. Clearly mark the return authorization number on the outside of the box. Please make a note of the tracking number.
5. After your return is received, allow 14 days for credits to be issued.

## Complete this form and be sure to include it with your return.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Order Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Daytime Phone

List items you wish to return:

Product Name	Qty	Return Reason	Size	Price	Color

### Refund Codes:

- |                        |                  |              |
|------------------------|------------------|--------------|
| 1 - Defective          | 4 - Changed Mind | 7 - Poor Fit |
| 2 - Wrong Size         | 5 - Too Large    | 8 - Other    |
| 3 - Wrong item shipped | 6 - Too Small    |              |

\_\_\_\_\_  
Return Authorization Number

### Note:

Please remember to clearly mark this number on the outside of your return package. Failure to do so could result in your package being rejected.

### Refund Type:

- Online Credit     Refund



### Where do I send my return?

www.youruniformsource.com  
ATTN: Returns Dept. RN \_\_\_\_\_  
1060 West Van Buren Street  
Chicago, Illinois 60607  
(800) 621-3344

\*\*\*Sale/Clearance, Embroidered Items and Non-Stock Specials are final sales and cannot be returned.