



Exchange/Return Form

TODAY'S DATE: _____

ORDER NUMBER: _____

NAME: _____

PHONE: _____

ADDRESS: _____

EMAIL: _____

CITY: _____

STATE: _____

ZIP: _____

STEP #1: Product Information

Please list the items that you are returning in the table below. If it is an item you are returning for refund, check the "Refund" box. If you are exchanging an item for another option, please write down the original item information and check the "Exchange" box. On a separate line, write down the new item you want sent to you and check the "New Item" box.

Refund	Exchange	New Item	Vendor	Product Code	Product Name	Size	Color	Reason for Returning

STEP #2: Shipping Information

Using the original box, or something similar, please ship your items and this form to:

**Lingerie Diva
ATTN: EXCHANGE/RETURN DEPARTMENT
9801 Legler
Lenexa, KS 66219**

PLEASE NOTE:

Returned items must be in their original condition with tags and sanitary protection intact (NO EXCEPTIONS). We reserve the right to refuse returns on items that have been worn, soiled, laundered or altered in any way. We also reserve the right to refuse service to anyone who, in our opinion, makes excessive returns and exchanges. Clearance items may only be exchanged. Items received after the 14-day period or in a condition that is not compliant with our return policy will be shipped back at the customer's expense.

Health regulations stipulate that clothing that is soiled, worn, damaged, or laundered can not be taken back. As lingerie and swimwear is delicate by nature, we offer no warranty once the tags are removed. **All sales are final on the following items: panties, thongs, hosiery, wigs and wig accessories, pasties and pasty glue, eyelashes and eyelash accessories (NO EXCEPTIONS).** Lingerie sets will only be accepted in their entirety. Incomplete sets will not be processed as a return.

STEP #3: Processing

Once we receive your returned item, *upon inspection of the item*, we will contact you to inform you of your refund or provide you information on your exchanged item. Please allow 30 days for your request to be processed.