

ORDER DATE: _____ ORDER NUMBER: _____

STEP #1: Product Information

Please list the item(s) that you are returning in the Return Merchandise Table below. If you are exchanging an item, please write down the new item(s) in the Exchange Merchandise Table below.

Return Form

Return Merchandise

Quantity Returned	Return Reason (code below)	Item Number - Description	Size	Color

Reason For Return (please choose one)

Fit	Large/Small	Quality/Preference	Service/Other	I am:	
Overall	10 15	20- Defective	30- Wrong Item Shipped	(optional)	<input type="checkbox"/> returning a gift
Chest/Bust	11 16	21- Item Not as Pictured	31- Late Arrival		<input type="checkbox"/> changing payment method (attach additional paper)
Waist	12 17	22- Do not like fabric	32- Duplicate Shipment		<input type="checkbox"/> shipping to a different ship-to-address (attach additional paper)
Hips	13 18	23- Do not like color	33- Changed Mind		<input type="checkbox"/> exchanging more than 4 items (attach additional paper)
		24- Do not like style			

Exchange Form

Exchange Merchandise

Vendor Number	Manufacturer	1 st Color Choice	2 st Color Choice	Item Name/Description	QTY	Price Each	Total

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 Road
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, men's underwear, hosiery, wigs, wig accessories, pasties, pastie glue, eyelashes, eyelash accessories, body creams, gels, vibrators, other romantic gifts & body jewelry at management's discretion (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.