



# Undertee Collection Return & Exchange Form

14 day Return/Exchange Policy

MODERN • MODEST • FASHION

Office Use Only
Date Rec'd:
Rec'd by:
Ship Date:

Customer Name:		
Address:		
City:	State:	Zip:
Daytime Phone: ( )	Evening Phone: ( )	
Email:		

I purchased my product(s) through:			
<input type="checkbox"/> Internet/Phone Order	Order ID # _____	Order Date: _____	
<input type="checkbox"/> Home Show	Hostess Name: _____	Consultant Name: _____	Show Date: _____

**ITEMS TO BE RETURNED OR EXCHANGED**

Reason Codes

Style	Color	Size	Reason	Item Description	Item #	Quantity	Unit Price	Total Price

- 1 - wrong item shipped
- 2 - wrong item ordered
- 3 - customer changed mind/wants exchange
- 4 - customer changed mind/wants refund
- 5-damaged upon receipt
- 6-defective after wearing

\* List the price you paid(after discounts, before tax) Diviine will verify the price on your Customer order form Total Return Credit \$

**ITEMS TO BE RECEIVED (IF EXCHANGE)**

Style	Color	Size	Reason	Item Description	Item #	Quantity	Unit Price	Total Price

- Shipping Costs
- \$0-\$25.00 5.95
  - \$25.01-\$55 6.95
  - \$55.01-\$80 8.95
  - \$80.01-\$110 11.95
  - \$110.01-\$150 14.95
  - \$150.01-\$250 21.95
  - \$250.01-\$400 29.95
- Total Purchase \$  \$400+6%ofpurchase

**Payment/Refund Method**

\*If payment is not received, order will not be processed

- Check # \_\_\_\_\_     Visa  
 Discover                       Mastercard

\* Refunds must be processed in the same method as originally paid

Credit Card Number:
Expiration Date:
Name on Card(print):
Signature:

Purchase minus Credit \$

Subtotal \$

Sales Tax if order is being shipped in

UT(subtotal x 6.45%)

Shipping \$

\*See shipping charges on the right based on total purchase above

**Total \$**

- Refund Due
- Payment Due

Mail in Form, original receipt, items to be returned/exchanged, & Payment to:

Diviine Modestee  
663 W State Rd, ste 1  
Pleasant Grove, UT 84062

Diviine Modestee will only process returns or exchanges that are received within 14 days of internet shipped date or Show ship date.  
All returned/exchanged items must be unwashed & unworn. Please allow 10-14 days upon receipt of goods for processing. Questions? Call 801-785-1486

**\*Make Sure you get a tracking # or confirmation when shipping your return. Diviine is not responsible for lost packages**

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