



## Return Form

Customer Service: (216) 255-6651 or giftshop@achristmasstoryhouse.com

**ALL RETURNS MUST BE MADE WITHIN 30 DAYS – NO EXCEPTIONS!**

*Returns made after 30 days will not be accepted and will be returned at customer's expense.*

***Please complete this form and include it with all returns.***

*Failure to include this form, or missing information, will cause significant delays in receiving your refund. If you are returning multiple boxes (even if part of one order), please put a copy of this form in each box.*

*We reserve the right to refuse a return if it does not follow our policy.*

*Please refer to our website or call customer service for details or any questions.*

***DO NOT RETURN DEFECTIVE MERCHANDISE without calling Customer Service first!!***

Customer Information	
Name:	
Email Address:	
Phone Number:	
Address:	

Order and Return Information			
Order #:		Invoice #:	
Order Date:		Return Date:	
Item(s) being returned:		Total Number of Boxes:	
Qty:	Description:	Reason for Return:	
Additional Notes/Comments:			

**Do not write below this line - For Internal Use Only!**

Return Intake Department	
Received By:	
Date:	
Product Condition:	
Meets policy requirements?:	
Additional Dept Notes:	

Refund Department	
Processed By:	
Date:	
Refund Total:	
Refund Transaction #:	
Additional Dept Notes:	