

# HOW TO RETURN ITEMS

1. We want you to be completely satisfied. If you decide to return anything, you can count on our complete help and cooperation.
2. No need to call first. Just repack the items in the box, or any strong box.
3. List the items you are returning below and check-off what you would like us to do.
4. Please include this form.

**Credit my account**

**Refund**

Please enter your order number: \_\_\_\_\_

## PLEASE LIST ITEMS YOU ARE RETURNING

Quantity Returned	Unit of Measure	Item Number	Description	Please Give Reason (optional) For Return

### Ordered By

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Attention Of: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Customer ID Number: \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

**TO REPLACE OR EXCHANGE PLEASE RETURN THE PRODUCT FOR A REFUND THEN PLACE A NEW ORDER**

**Lake Charles Manufacturing**

2120 Gerstner Memorial Dr - Lake Charles, LA 70601

866 - 739 - 4600