

APPAREL EXCHANGE FORM

Exchange Policy

- We offer exchanges for the same item in a different size within 30 days of ship date.
- We do NOT accept returns.
- We will offer exchanges on embroidered garments with the company logo.
- We will NOT exchange items that have personalization such as individual names and/or department names.
- The products must not have been worn or washed and must have the original tags attached to the garment.

In the event you have a damaged product, please notify customer service at 937-929-0706 or email at support@lizardap.com

Exchange Procedure

STEP 1: Complete Exchange Form - Parts A and B (see below).

STEP 2: Place this completed Uniform Exchange Form inside your bag/box.

STEP 3: Send Package back to the following address:

LIZard Apparel & Promotions 755 Congress Park Drive Dayton, OH 45459.

PART A: Contact Information

ORDER # _____

Order # **MUST** be provided. Email support@lizardap.com if Order # is needed.

Name _____ Employee ID # _____
(if applicable)

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

E-mail Address _____

PART B: Exchange Information

RETURNING LIST (Items to be exchanged)				TO EXCHANGE FOR	
Item #	Color	Size	Quantity	Color	Size

Additional Comments _____

Signature _____ Date _____

* For questions about exchanges, please contact: support@lizardap.com or 937-929-0706.

