

THE JOHN FORSYTH SHIRT COMPANY INC.

RETURN AUTHORIZATION REQUEST FORM

All returns require a **RETURN AUTHORIZATION NUMBER (RA#)**, which must be obtained through our Customer Service Department using this form. **Returns must be claimed within fifteen (15) days of receipt** of shipment and may be assessed a 25% restocking fee.

It is the Customer's responsibility to inspect all merchandise for correct colour, style, quantity and size prior to embellishing or altering product. We accept no responsibility for discrepancies on orders shipped to third parties.

Returns will **NOT** be accepted without a Return Authorization Number issued by our Customer Service Department.

Once RA# has been issued by our Customer Service Department, please return all goods, including an authorized copy of this form and reference to your RA# to:

**THE JOHN FORSYTH SHIRT COMPANY INC.
2645 SKYMARK AVENUE
MISSISSAUGA, ON L4W 4H2**

COMPANY NAME: _____ ACCOUNT#: _____

PO#: _____ INVOICE#: _____

CONTACT NAME: _____ TEL#: _____ FAX#: _____

STYLE: _____ QTY: _____

STYLE: _____ QTY: _____

STYLE: _____ QTY: _____

STYLE: _____ QTY: _____

STYLE: _____ QTY: _____

REASON FOR RETURN:

FOR INTERNAL OFFICE USE ONLY:

RA#: _____ **AUTHORIZED BY:** _____