



custserv@teamcheer.com
800.350.1562

FROM: _____

TO: Team Cheer
 c/o Athletica, INC.
 Attn: Returns Department
 200 North Main Street
 Suite 3
 Perry, New York 14530

Order # _____
Customer # _____

Shipping Label ►

EXCHANGES/RETURNS ARE EASY - HERE'S HOW:

Step 1: Record your Order # _____ and Customer # _____ (These can be found on the packing slip that was in your original package).

Step 2: Please fill out the chart below with the items you are returning:

Product Code	Description	Reason for Return	Color	Size	Quantity	Checked by (TC Only)

Step 3: Check one:

- A.) Return items for credit to original payment.
- B.) Exchange/New Items. Please fill out the chart below with the items you wish to receive in exchange.

Product Code	Description	Color	Size	Quantity	Checked by (TC Only)

*if you are exchanging for new items please fill out the following information:

[] **Credit Card #** _____ **Name:** _____
Expiration Date: _____ **Shipping Address:** _____
 [] **Check Number:** _____ **City/State/Zip:** _____
Daytime Phone Number: _____

Step 4: Repack the merchandise and enclose this return/exchange form. To ensure timely and accurate service please be sure to write your order and customer number in step 1 of this form. Also be sure to attach the return address label on your packing slip to the package you are returning.

Step 5: Ship your return via a prepaid, trackable ground service. Please use either UPS (available at any UPS store or call 1.800.742.5877 for pick up), FedEx (available at Kinko's or call 1.800.463.3339), or the United States Postal Service, Priority Mail Service at your local Post Office. No C.O.D.'s will be accepted.

The following items are not returnable: Custom Uniforms, Custom Poms, Custom Bows, bodywear, and any personalized items. All non-customized items may be returned, within 30 days of shipment, provided the items are in new and un-used condition and are in the original packaging. If you are returning shoes, please do not use the shoe box as the shipping box. All shoe boxes must have no writing on them in order to receive credit for the return.