



## Returns and Exchange Form

Return or Exchange Number (RMA#):

Name:

Address:

Phone Number:

Original Invoice Number:

**Items Being Returned or Exchanged**

**Reason**

Items Being Returned or Exchanged	Reason

### To Initiate Return:

1) Please contact DeCal Works at 1-800-843-8244 to begin the Return or Exchange process. Have your order number ready. You will be given a Return Authorization number that must be put clearly on the outside of the return form and on the outside of the return box box. Any box not displaying the RA# will not be accepted.

2) A completed Return/Exchange form must accompany all returns. Failure to do so may result in the item being returned back to the original customer without a credit back to the billing account.

### Ship Items To:

DeCal Works  
Attn: Returns  
2021 Johnson Court  
Kingston, IL 60145

4) Once processed a credit will then be issued to your credit card. The credit back can take up to 2 billing cycles or longer to appear on your statement depending on your financial institution's policies.

DeCal Works LLC  
2021 Johnson Court  
Kingston, IL 60145  
ph. 815-784-4000 fx. 815-784-4010