



### Return Authorization Form

Order/ Invoice number: \_\_\_\_\_ Order/ Invoice attached? Yes No

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

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

\_\_\_\_\_

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

If you are not satisfied with your purchase, please send the unused item in its original and unworn condition, with all tags attached, and a return authorization form, for a full refund, exchange, or store credit. Returns MUST be received at our warehouse within 14 days of your original delivery date. Returns will not be accepted after 14 days.

Items will be inspected upon return. Returns will only be accepted for items that have not been worn, damaged, altered, or washed. All tags must be attached. Merchandise that is worn or damaged will not be refunded.

**Please note returns are not accepted on special orders or pre-ordered merchandise.**

Style #	Item	Qty	Color	Price	Reason Code #

Reason Code #:  
(Please list reason number in the box above)

- 1. Too Large
- 2. Too Small
- 3. Don't Like Fit
- 4. Don't Like Style
- 5. Damaged/Defective Merchandise
- 6. Wrong Item Shipped
- 7. Other Reason

Please explain reason for return:

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#### Exchange Return For:

Style #	Item	Qty	Color	Price	Reason Code #

If the requested item(s) above are not available, you will be refunded instead, and will receive an email when this is complete. Any difference in price for exchanges will be charged or refunded to the same credit card used to place the order.

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**Please fill out the information below in order to receive a refund or exchange an item:**

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

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

\_\_\_\_\_

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

Credit Card #: \_\_\_\_\_

Expiration: \_\_\_\_\_

Security Code: \_\_\_\_\_

Please Circle One:

Refund

Exchange

Store Credit

Customer Signature: \_\_\_\_\_

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

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**PLEASE NOTE:** Shipping and handling fees will not be refunded or included in merchandise credit. The customer is responsible for return shipping fees. You may ship your return with any delivery company, however please note that we are not responsible for items in transit. We recommend using a delivery method with a tracking number and/or delivery confirmation. We also recommend insuring your return.

Upon receiving your returned item, and upon inspection of the item, we will send a confirmation email that your credit card has been refunded. The refund can only be issued to the card that was used to purchase. You will be notified via email to the address listed on your account when this transaction has taken place. Please allow 5-7 business days upon your return's arrival at our warehouse for processing.

Please send your return or exchange to:

**Dana-Maxx  
Attn Ecommerce  
147 West 35<sup>th</sup> Street  
Suite 701  
New York, NY 10001**