



Exchange & Return Form

The following merchandise can be exchanged:

1. Hair: all wefts & Lengths & textures: Pre-tipped, Hand Tied, Machine, Seamless weft™, Bulk, and Skin (PU) Weft Hair/Tape Ins.
2. Accessories, Tools & Supplies

Please contact us if you do not see the item listed, we **may** still accept it.

The above mentioned items should be in its **original** packaging in order for us to track the date and batch the hair came from - please contact us before shipping if you are missing something.

Exceptions

- Handmade products, some sales, promotions, and discontinued items.
Please call us if you are not certain.

Request an RA-number

Call, text or email us to request an RA-number. Your RA-number must be included in this form. If the RA-number is not provided in the form below, your package may be refused. Also, write the RA# on the front of the package that you are returning. If the RA# is not written on the outside of your package it may not be able to be processed until we hear back from you.

Return packages with our exchange form filled out completely including the RA-number. Please also include a copy of your order confirmation this was received by you via email after ordering and also included in the package with your order.

This must be received by us, freight prepaid by you, within 15 business days/3 weeks of reception.

You can also choose to use our **Free Return & Easy Exchange** option. You will find it on our site and simply just click on it.

Please make sure that you have a tracking number for the return package. This will also ensure you that you can check that we have received your package.

For additional information about Exchange & Return, please read our policies.

Exchange & Return Form

In order to process your exchange this form must be filled out **completely and legibly**. Please print or type!

Name: _____

Salon: _____

Address (the address we shipped to): _____

City, State, Country, and Zip-code: _____

Phone Number: (____) _____ Cell: (____) _____

Email: _____

Original Invoice #: _____

Please include a copy of the original Invoice

Describe Reason for Return (must be filled): _____

Information about Exchange Order:

What Merchandise or Hair do you want in exchange?

Name of Item: _____

Also fill out the following if you exchange hair:

Machine Weft: _____ or Hand Tied Weft _____ or Tipped Hair: _____

or, Seamless Weft™ _____ or write what type of hair _____

Texture: _____ Color #: _____ Length: _____

Note! We do not refund Shipping or Handling!

Price on invoice for the merchandise you want to exchange (after any discount is applied):

\$ _____

Price on merchandise that you want in exchange: \$ _____

Total Cost: \$ _____

What type of FedEx Shipping would you prefer: Ground, 2-days....

Free shipping is not applicable if combined with an exchange or returned items

Type of Shipping: _____

Cost: \$ _____

Total: \$ (-/+) _____

If the Item you want to exchange is of less value than what you are returning, you will receive a note of credit that you may use for future purchases at World Hair System.

If the total cost is higher we will need your Cc information in order to process your new order of exchange - please contact to provide this information. Please make sure that you have included a valid phone number so that we may contact you.

Note: Please include a copy of the order confirmation that this product originates from. You will find this either as part of the package that was shipped to you, or you can print the order confirmation that was emailed when you made this purchase.

Name (Type or Print): _____

Signature: _____ Date: M: _____ /D_____ /Y_____

Return Address & Contact information

World Hair System
77 W. Washington St. #1306 & #1312
Chicago, IL. 60602
U.S.A.
P. (1) 312-213-4900
1 888.hair477/1.888.424.7477
info@worldhairsystem.com