



RETURN/EXCHANGE FORM

Thank you for your purchase. We hope to make your shopping experience a positive one. If you are not completely happy with your purchase, please follow these steps so your return can be handled accurately and promptly.

1. Unworn merchandise (with original tags attached) may be returned within **30 days** of delivery date. You are responsible for shipping the item(s) back to us. We recommend insuring the package, as we cannot accept items damaged in shipping.
2. Refunds will be processed within **14 business days** of receiving your item. Original shipping costs are not refundable.
3. Exchanges are typically processed within **2-3 business days**. We will not charge additional shipping to ship an item back to you!
4. Please call (888-999-4287) or email (hats@hatsinthebelfry.com) if we shipped you a defective or incorrect item. We will then make arrangements to get the item back to you and ship you the correct one

Return your hats to: **Hats in the Belfry**
42 Hudson St. #104
Annapolis, MD 21401

REFUNDS

Please check if you are requesting a refund _____.

Original order number: _____

Original purchaser's name: _____

Reason for return _____

**Check only if your address is different from original shipping address _____*

EXCHANGES (Return authorization number is NOT needed for exchange.)

Please check if you are requesting an exchange _____

(Exchanges ship out within 2 to 3 business days.)

We do not charge additional shipping fees for exchanges (UPS ground shipping)

Original order number: _____

Ship to name: _____

Ship to phone number: _____

Ship to address: _____

I would like to exchange for:

Hat name or Sku number _____, size _____, color _____

Hat name or Sku number _____, size _____, color _____

Holiday Gift Return Policy

Hats In The Belfry will be expanding its return/exchange policy during the 2011 Holiday season. Any hat purchased between November 11th and December 25th will be returnable and exchangeable thru January 18, 2012. All return and exchange packages must still include the return/exchange form enclosed with the order upon return. Due to the extreme traffic over our holiday season, please allow up to 21 days for refunds to be processed.