

DATE MERCHANDISE RECEIVED: ___/___/___

KG Imagery LLC

Merchandise Return Form

(Form Must Be Completely Filled Out & Included With Returned Merchandise)

Please be sure that you have reviewed our RETURN POLICY before returning any merchandise.

STEP 1 – Customer Information

Name _____

Phone _____

Email Address _____

STEP 2 - Merchandise to Be Returned

Quantity	Type of Merchandise	Description of Import or Print Name or #	Print Size

STEP 3 – Reason for Return

Check One

- No error made, just changed my mind
- Received damaged in mail (Replacement only)
- KGI made an error on my order (i.e., sent wrong print, wrong size, etc.)

STEP 4 – Credit/Refund (Select One)

- Replacement
- Cash or Credit Card Refund (subject to a 15% restocking fee)

STEP 5 – Enclose Form and Add Postage

Enclose this completed form, along with the merchandise (and original packaging, when appropriate...please see our [Return Policy](#)) in a secure package, and add appropriate postage.

Send returns to:

KG Imagery LLC

8279 Michigan Bluff Rd

Foresthill CA 95631

Return Packaging Guidelines

- All returns MUST include contents in original condition and, in the case of damaged merchandise, all original packaging.
- It is recommended that you insure the package for delivery back to us. We are not responsible for packages that arrive back to us damaged due to shipping, or for packages that we do not receive at all.