

RETURN FORM

UCLA In-Store Purchase

Return Instructions:

1. Fill out all requested information on Return Form
2. Indicate if item was a gift or purchased with a gift card.
3. Include copy or original store receipt with product.
4. Mail goods via **insured, signature required** method to:
 UCLAStore.com Returns
 308 Westwood Plaza,
 Los Angeles, CA 90095

Satisfaction Guaranteed:

If you are not completely satisfied, please return item(s) within 30 days of purchase.

Returned items must be in unused, resalable, originally packaged condition, with tags attached. No returns on final sale items.

Please allow 2-6 weeks after the UCLA Mail Order Department has received your package for the return to be processed.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

*Phone: _____ *E-mail: _____

Reason Codes:

- A: Too Big
 - B: Too Small
 - C: Not as Expected
 - D: Wrong Item
 - E: Damaged*
 - F: Other (include comment)
- *If your item was received damaged or defective please email: bwffloor@asucla.ucla.edu and include any pictures showing area affected.*

Office Use Only

CSR: _____

Date Rec. _____

RMA: _____

Date Refunded _____

Refund by _____

A store gift card will be issued for the refunded amount and emailed to the address provided. For refunds to be applied back to card used for purchase, please include a phone number or email where you can be contacted. For your protection, **do not include credit card information on this form.**

*If contact information is missing, invalid, or we do not receive a reply within 3 days, a store gift card will be issued and mailed to the return address on the package. Returns that do not comply with our return policy mentioned above will be sent back to sender or donated if undeliverable.

For questions or more details call 310.206.0810, during business hours or email bwffloor@asucla.ucla.edu.

ITEMS RETURNED

Check if item was a gift or gift card used to purchase:

Reason Code	Item Name	Item #	Color	Size	Qty.	Unit Price Paid

Comments:

UCLA Store is not responsible for items you send back that get lost in transit. For your protection, insure and request signed proof of delivery on all returns.

Discounts used on original order can only be applied to new orders if promotion is still active at time of new purchase.

Items that do not comply with return policy will be returns to sender, donated, or destroyed if return address is invalid.

Questions? Contact us Monday – Friday 9 am – 5 pm PST. 1(800)UCLA-RAH/ 1-800-825-2724, or via email at: bwffloor@asucla.ucla.edu