

BOSS & HUGHES stands behind the quality of our workmanship and our fabrics. If you need to return or exchange merchandise, it must be done within **90 days** of the time you receive goods and be accompanied by your packing slip or receipt:

1. BOSS & HUGHES accepts merchandise in originally purchased condition. We apologize that we do not accept returns or exchanges on laundered or altered garments.
2. BOSS & HUGHES regrets that we do not accept returns or exchanges on custom garments.

To return or exchange merchandise:

1. Fill out this form and include with your packing slip.
  2. Our returns department address is below. You can use this mailing label by detaching and adhering it to your return package.
  3. Send package via an insured or tracked service (UPS & USPS offer tracking/insured service). BOSS & HUGHES is not responsible for garments sent without delivery confirmation.
- Allow 15 business days for your order to be received and processed.
  - Credit will be issued to your credit card for returned merchandise.
  - Exchanged or newly ordered items will be charged to your credit card along with any additional shipping charges.
  - For items purchased by cash, a BOSS & HUGHES check will be issued.

Name on Order \_\_\_\_\_ Order # on Packing Slip \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
 Your e-mail \_\_\_\_\_ Name of School \_\_\_\_\_

Returned Item Description	Color	Size	Please Describe Reason
1 _____			<input type="checkbox"/> Return <input type="checkbox"/> Exchange _____
2 _____			<input type="checkbox"/> Return <input type="checkbox"/> Exchange _____
3 _____			<input type="checkbox"/> Return <input type="checkbox"/> Exchange _____
4 _____			<input type="checkbox"/> Return <input type="checkbox"/> Exchange _____

Please Send Item	Description	Color	Size	Quantity	Unit Price	Total
1 _____						
2 _____						
3 _____						
4 _____						

***We Appreciate Your Business!***

Shipping Charges	
Up to \$25	\$6.95
\$25.01 to \$100	\$8.95
\$100.01 and up	\$11.95

Subtotal	_____
Shipping	_____
Tax	_____
<b>Total</b>	_____

Payment  Visa  Mastercard  Discover

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card \_\_\_\_\_ Signature \_\_\_\_\_

From \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

To: BOSS & HUGHES  
 4500 W. 34th Street, Suite B  
 Houston, TX 77092