

# The Dance Shoe Depot.com Return/Exchange Form

**No need to call or write, just follow these simple steps:**

1. Please fill out this form and return with merchandise.
2. Send merchandise in its original box along with the Return/Exchange form and a copy of original packing slip/receipt.
3. **Return your package to our supplier's warehouse:**

**Dance Shoes Warehouse  
Return/Exchange Processing  
4920 Santa Anita Ave.  
El Monte, CA 91731**

\* For your protection, we recommend you obtain a tracking number and/or insurance when you ship your items to us.

\* Shoes with soiled soles or shoes which have been used on a hard surface cannot be returned for credit nor exchange.

\* Item must be shipped back to us (postmarked) within 21 days from when you received your order

If you have any questions, email Customer Services at [support@thedanceshoedepot.com](mailto:support@thedanceshoedepot.com)

Your Billing Address	Your Shipping Address <i>(if different from billing address)</i>
Name	Name
Address	Address
Address	Address
City/State/Zip	City/State/Zip
Phone	Phone
Email	

**Action You Wish to be Take (Select box below)**

- Replace**
                    
  **Exchange**
                    
  **Refund\*** (Refund will be in form of original payment)

**Merchandise Being Returned *(Please use reason code below)***

Reason Code	Item No.	Color	Heel	Size	Quantity	Price

**Replacement/Exchange\* or additional merchandise if desired**

Reason Code	Item No.	Color	Heel	Size	Quantity	Price

\* Replacement/Exchange items will be subject to additional S&H fee.

\* Returns for a refund will be subject to re-stocking fee (except for styles shown to have factory defects, were damaged in shipping or the wrong item was sent).

**Payment method for re-shipping S&H charge**

PAYPAL	<p><b>Please note for all exchanges a S&amp;H charge will be issued to your Paypal account via an email from The Dance Shoe Depot. This email will require your confirmation. Your exchanged item will not be shipped until this charge has been accepted. It is very important to check your junk mail regularly.</b></p>
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**Reason Code for Return**

- WM – Changed Mind
- WE – Ordered Wrong Size
- WF – Fit Issue
- WC – Received Wrong Size
- WI – Received Incorrect Item
- WP – Received Damaged
- WZ – Defective: (Please Explain) \_\_\_\_\_

The Dance Shoe Depot.com

Questions? Call Us: 810-807-0007

**Do Not Fill In – Office Use Only**

- RA #:
- CM #:
- OC #:
- CC #: