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Exchange Worksheet

Exchanges accepted within 45 days of order date with copy of your receipt must be included

Name_____

Phone Number _____ Email _____

Billing Address
Street _____
P.O. Box _____
City/ State_____
Zip_____

Shipping Address
Street _____
P.O. Box _____
City/ State_____
Zip_____

To do an exchange, please complete both pages - a "Returns Worksheet" and an "Exchange Worksheet"

List the items you would like to exchange below:

Item #	Description	Color, Size, etc...	Qty	Unit Price	Total
				Sub Total	
	****Any applicable discounts, fees, or shipping costs will be added by Bead Bee ****				

Shipping Method
❑ USPS 1st Class ❑ USPS Priority Mail ❑ Fed Ex 3 Day ❑ Fed Ex 2 Day
❑ Fed Ex Overnight ❑ USPS Int'l

Payment Information
❑ money order/ cashier's check (*we do not accept personal or business checks*)
❑ PayPal – provide PayPal email address: _____ (we will request payment when order is received)
❑ Visa ❑ Mastercard ❑ Discover

*For security purposes, we will call you when we receive your for to get your payment information. Please note that shipping costs are non-refundable.

If you have any questions, please contact us by email: shopforbeads@beadbee.com

If sending returns by USPS, mail to: Bead Bee, PO Box 554, Huntersville, NC 28070

If sending returns by Fed Ex or UPS, please call us at 704. 274. 9853 to request further instructions.

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Return Worksheet

Returns accepted within 45 days of order date with copy of your receipt must be included

RETURN AUTHORIZATION # _____ Order Number _____

Name_____

Phone Number _____ Email _____

Billing Address
Street _____

P.O. Box _____

City/ State_____

Zip_____

Shipping Address
Street _____

P.O. Box _____

City/ State_____

Zip_____

List returned items below:

Item #	Description	Color, Size, etc...	Qty	Unit Price	Total
	Shipping costs are non-refundable.			Sub Total	

Please note that shipping costs are non-refundable.

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