BeadBee.com

Exchange Worksheet

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

Name_____

Billing and Shipping Address (must be the same)

Street _____

P.O. Box _____

City/ State_____

Zip_____

Phone Number _____

Email _____

To do an exchange, please complete both 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 for new items (additional shipping costs will apply)

❑ USPS 1st Class ❑ USPS Priority Mail ❑ Fed Ex 3 Day ❑ Fed Ex Overnight ❑ USPS International

Payment or Refund Information

Refunds will occur in the same form of original payment.

If you owe a difference for product or shipping, please enter your payment information below:

❑ money order/ cashier's check ❑ Paypal

❑ Visa ❑ Mastercard ❑ Discover

Card Number_____ Exp Date _____ CVV2_____

Send this form to: Bead Bee, 4829 New Broad Street, Orlando, FL 32814

Please note that shipping costs are non-refundable.

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