

### **RETURN AUTHORIZATION FORM**

We are sorry that you were not happy with your recent purchase at COMPANY. Please note that all returns must be shipped back to us within 10 days of when the order was confirmed as received. Any direct purchases from other COMPANY users, from partner museums, or cultural institutions are all final sales, and not available for return, as is stated on the product and checkout pages on COMPANY. If you have questions about whether your purchase is authorized for returns, please read our return policy at COMPANY or email <a href="mailto:returns@welcometocompany.com">returns@welcometocompany.com</a>.

## **RETURN INSTRUCTIONS**

- 1. Please fill out the following form and include in your return shipment so we can process your return properly.
- 2. Pack this form and the artwork back in the original tube or box with all of the packaging materials and certificate of authenticity that was included in the package.
- 3. Ship it back to us at the following address: *COMPANY Returns, 6 West 20<sup>th</sup> St, #5, New York, NY.* We strongly encourage you to return your item via a trackable shipping method.

### **CUSTOMER INFORMATION**

NAME			
ADDRESS			
CITY, STATE, ZIP			
EMAIL ADDRESS			
PHONE NUMBER			
PRODUCT INFORMATION			
ORDER NUMBER			
RECEIPT DATE			
REASON FOR RETURN			

# **AUTHORIZE YOUR RETURN REQUEST: PLEASE (CIRCLE ONE)**

## 1. REFUND MY CREDIT CARD

Your card will be refunded within 14 business days after we receive the returned product

#### 2. CREDIT MY COMPANY ACCOUNT

Your credit will show up in your account within 14 days of receipt of the returned product

ANY OTHER FEEDBACK? 2478.	EMAIL RETURNS@WELCOMETOCOMPANY.COM OR CALL US AT (212) 929	<b>)</b> -