

# EXCHANGE ORDER FORM

DATE: \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

**NOTE**

Use a separate Order Exchange Form for items from each original separate order number. To prevent delays in processing your order, please print clearly (no strikeovers), press hard, and complete all applicable sections of the entire form. Merchandise that is damaged in return shipping, discontinued, or outdated cannot be exchanged. To prevent damage in shipping, please use an adequate shipping container and proper packing materials.

**DEMONSTRATOR INFORMATION**

DEMONSTRATOR NAME: \_\_\_\_\_ TELEPHONE NUMBER: [ \_\_\_\_\_ ] \_\_\_\_\_

ORIGINAL PACKING SLIP OR ORDER NUMBER: \_\_\_\_\_ DEMONSTRATOR NUMBER: \_\_\_\_\_

**CUSTOMER INFORMATION**

NAME: \_\_\_\_\_ TELEPHONE NUMBER: [ \_\_\_\_\_ ] \_\_\_\_\_

E-MAIL: \_\_\_\_\_

STREET ADDRESS (NOT P.O. BOX): \_\_\_\_\_

CITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ TAX RATE: \_\_\_\_\_ %

MAILING ADDRESS (IF DIFFERENT): \_\_\_\_\_

CITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ TAX RATE: \_\_\_\_\_ %

**MERCHANDISE RETURNED (Must be unused, current catalogue merchandise in original packaging)**

ITEM CODE	DESCRIPTION	QTY.	PRICE	TOTAL
<b>A. TOTAL OF RETURNED MERCHANDISE</b>				

**REPLACEMENT MERCHANDISE**

ITEM CODE	DESCRIPTION	QTY.	ORIGINAL PURCHASE PRICE	TOTAL
<b>B. TOTAL OF MERCHANDISE ORDERED</b>				
<b>C. SUBTRACT LINE A FROM LINE B (IF RESULT IS ZERO OR LESS, ENTER -0-)</b>				
<b>D. RESTOCKING FEE</b>	15% OF LINE A (ONLY APPLIES IF EXCHANGE IS RECEIVED BY STAMPIN' UP! MORE THAN 90 DAYS AFTER THE ORIGINAL SHIPPING DATE)			
<b>E. SHIPPING FEE</b>	10% OF LINE C, MINIMUM OF \$6.95 (ONLY APPLIES IF EXCHANGE IS RECEIVED BY STAMPIN' UP! MORE THAN 90 DAYS AFTER THE ORIGINAL SHIPPING DATE)			
<b>F. SUBTOTAL (LINE C + LINE D + LINE E)</b>				
<b>G. SALES TAX ( _____ % OF LINE C OR LINE C + E IF SHIPPING IS TAXABLE IN YOUR STATE)</b>				
<b>I. TOTAL AMOUNT DUE (LINE F + LINE G)</b>				

**MAIL FORM OF PAYMENT TO ADDRESS BELOW:**  MONEY ORDER  CERTIFIED CHECK  OTHER

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# CUSTOMER CREDIT CARD PAYMENT FORM

COMPLETE THIS SECTION FOR THE **DEMONSTRATOR'S** RECORDS.

DATE: \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

## CREDIT CARD PAYMENT INFORMATION (All information below for cardholder)

NAME (ON CARD): \_\_\_\_\_ TELEPHONE NUMBER: [     ] \_\_\_\_\_  
BILLING ADDRESS:  CHECK IF SAME AS ABOVE PAYMENT TYPE:  VISA  MASTERCARD  DISCOVER  
CITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_  
CREDIT CARD NUMBER: \_\_\_\_\_ CVV: \_\_\_\_\_ CREDIT CARD EXPIRATION DATE: \_\_\_\_\_  
AUTHORIZED CARDHOLDER SIGNATURE: \_\_\_\_\_ BILLING ADDRESS ZIP CODE: \_\_\_\_\_  
I AUTHORIZE: (DEMONSTRATOR NAME) \_\_\_\_\_ AND STAMPIN' UP!  
 TO STORE MY CREDIT CARD INFORMATION FOR MY FUTURE PURCHASES. CARDHOLDER INITIALS: \_\_\_\_\_  
 TO USE MY CREDIT CARD INFORMATION FOR THIS PURCHASE ONLY. CHARGE TOTAL: \_\_\_\_\_

# CUSTOMER CREDIT CARD PAYMENT FORM

COMPLETE THIS SECTION FOR THE **CUSTOMER'S** RECORDS.

DATE: \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

## CREDIT CARD PAYMENT INFORMATION (All information below for cardholder)

NAME (ON CARD): \_\_\_\_\_ TELEPHONE NUMBER: [     ] \_\_\_\_\_  
BILLING ADDRESS:  CHECK IF SAME AS ABOVE PAYMENT TYPE:  VISA  MASTERCARD  DISCOVER  
CITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_  
CREDIT CARD NUMBER: \_\_\_\_\_ CVV: \_\_\_\_\_ CREDIT CARD EXPIRATION DATE: \_\_\_\_\_  
AUTHORIZED CARDHOLDER SIGNATURE: \_\_\_\_\_ BILLING ADDRESS ZIP CODE: \_\_\_\_\_  
I AUTHORIZE: (DEMONSTRATOR NAME) \_\_\_\_\_ AND STAMPIN' UP!  
 TO STORE MY CREDIT CARD INFORMATION FOR MY FUTURE PURCHASES. CARDHOLDER INITIALS: \_\_\_\_\_  
 TO USE MY CREDIT CARD INFORMATION FOR THIS PURCHASE ONLY. CHARGE TOTAL: \_\_\_\_\_

## NOTICE TO CARDHOLDER:

Stampin' Up! will process your credit card payment based upon information you provide through your demonstrator. Stampin' Up! has no duty to independently verify the accuracy of such information. It will process the payment without physical access to the actual card, which may in some circumstances result in error, rejection, or delay. This is not a sales transaction between you and Stampin' Up! Stampin' Up! provides this service of processing credit cards on behalf of the demonstrator solely as a convenience to you and your demonstrator.

YOUR DEMONSTRATOR IS AN INDEPENDENT CONTRACTOR AND NOT AN EMPLOYEE, AGENT, PARTNER, OR BUSINESS AFFILIATE OF STAMPIN' UP! ALTHOUGH STAMPIN' UP! ENCOURAGES YOUR DEMONSTRATOR TO TAKE APPROPRIATE MEASURES TO PROTECT YOUR CREDIT CARD INFORMATION, STAMPIN' UP! DOES NOT ASSURE THAT SUCH MEASURES WILL BE TAKEN. STAMPIN' UP! DISCLAIMS ALL RESPONSIBILITY FOR THE ACTIONS (INTENTIONAL OR OTHERWISE), ERRORS, OR OMISSIONS OF YOUR DEMONSTRATOR IN THIS REGARD.

