



Exchange Order Form

DATE : _____

Stampin' Up! Order Exchanges
12907 South 3600 West
Riverton, UT 84065

Note: Use one separate Exchange Order 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 Merchandise that is damaged in return shipping, discontinued, or outdated cannot be exchanged.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.

Original order number: _____

OR

Original packing slip number: _____

DEMONSTRATOR INFORMATION

DEMONSTRATOR NAME: _____ DEMONSTRATOR #: _____

CUSTOMER INFORMATION

NAME: _____ TELEPHONE NUMBER: _____

E-MAIL: _____

SHIPPING ADDRESS

MAILING ADDRESS (if different)

STREET ADDRESS: _____

STREET ADDRESS: _____

CITY: _____ COUNTY: _____

CITY: _____ COUNTY: _____

STATE: _____ ZIP CODE + 4: _____

STATE: _____ ZIP CODE + 4: _____

TAX RATE _____ % INSIDE CITY LIMITS? YES NO

TAX RATE _____ % INSIDE CITY LIMITS? YES NO

MERCHANDISE TO BE RETURNED *(Must be unused, current catalog merchandise in original packaging)*

ITEM CODE	DESCRIPTION	QTY	ORIGINAL PURCHASE PRICE	TOTAL
A. TOTAL OF RETURNED MERCHANDISE			→	

REPLACEMENT MERCHANDISE

ITEM CODE	DESCRIPTION	QTY	PRICE	TOTAL
B. TOTAL OF MERCHANDISE ORDERED			→	
C. SUBTRACT TOTAL AT LINE A FROM TOTAL AT LINE B (IF RESULT IS ZERO OR LESS, ENTER -0-.)				
D. RESTOCKING FEE <small>15% OF LINE A (ONLY APPLIES IF EXCHANGE IS RECEIVED BY STAMPIN' UP!® MORE THAN 90 DAYS AFTER THE ORIGINAL SHIPPING DATE)</small>				
E. SHIPPING FEE 10% OF LINE C, MINIMUM OF \$6.95 <small>(ONLY APPLIES IF EXCHANGE IS RECEIVED BY STAMPIN' UP! MORE THAN 90 DAYS AFTER THE ORIGINAL SHIPPING DATE)</small>				
F. SUBTOTAL (LINE C + LINE D + LINE E)				
G. SALES TAX (_____ % OF LINE C OR LINE C + E IF SHIPPING IS TAXABLE IN YOUR STATE)				
H. TOTAL AMOUNT DUE (LINE F + LINE G)			→	
FORM OF PAYMENT: <input type="checkbox"/> CHECK <input type="checkbox"/> MONEY ORDER <input type="checkbox"/> CASH <input type="checkbox"/> OTHER <input type="checkbox"/> CREDIT CARD <small>(COMPLETE PAYMENT INFORMATION ON NEXT PAGE.)</small>				



Credit Card Payment Form

COMPLETE THIS SECTION FOR THE DEMONSTRATOR'S RECORDS.

CREDIT CARD PAYMENT INFORMATION <i>(All information below for cardholder)</i>	
NAME (ON CARD): _____ TELEPHONE NUMBER: _____	
BILLING ADDRESS: <input type="checkbox"/> Check if same as mailing above _____	
CITY: _____ STATE: _____ ZIP: _____	CREDIT CARD: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER
I authorize _____ and Stampin' Up! <small>(demonstrator name)</small>	CREDIT CARD #: _____
<input type="checkbox"/> To store my credit card information for my future purchases. CARDHOLDER'S INITIALS: _____	EXP. DATE: _____ _____ CHARGE TOTAL: \$ _____
<input type="checkbox"/> To use my credit card information for this purchase only.	AUTHORIZED CARDHOLDER SIGNATURE: _____

COMPLETE THIS SECTION FOR THE CUSTOMER'S RECORDS.

CREDIT CARD PAYMENT INFORMATION <i>(All information below for cardholder)</i>	
NAME (ON CARD): _____ TELEPHONE NUMBER: _____	
BILLING ADDRESS: <input type="checkbox"/> Check if same as mailing above _____	
CITY: _____ STATE: _____ ZIP: _____	CREDIT CARD: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER
I authorize _____ and Stampin' Up! <small>(demonstrator name)</small>	CREDIT CARD #: _____
<input type="checkbox"/> To store my credit card information for my future purchases. CARDHOLDER'S INITIALS: _____	EXP. DATE: _____ _____ CHARGE TOTAL: \$ _____
<input type="checkbox"/> To use my credit card information for this purchase only.	AUTHORIZED CARDHOLDER SIGNATURE: _____

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.