

# mediaessence *collection*

## Merchandise Return Form

When You Receive Your Order please take a close look at everything and make sure you are completely satisfied with each item before using it, as items are non-returnable once the tags have been removed or once the item has been used. If you have any questions, feel free to email us at [info@mediaessence.com](mailto:info@mediaessence.com) or call us at (619) 656-3158. If any of the items appear to be damaged, please save the original shipping box and call us or email us within 24 hours.

To Return or Exchange an Item, please fill all grey text fields in the form below. All returns must be post-marked within 14 days of your receipt of the item(s)

Order Number:
Name:
Email Address:

Item(s) To Be Returned	Reason For Return

Please choose one method for return <input type="checkbox"/> Please exchange. <input type="checkbox"/> Please credit my account. Name, Address and Phone Number required	Name:
	Address:
	Phone Number:
	Exchange Comments:

Comments

### Return Policy Please Read and Sign Below

Items must be returned to Mediaessence in new, unused condition, and be in original packaging. Shipping fees are non-refundable. The following items are non-returnable: items purchased on sale, custom order items, and personalized items. Please contact us within one week of receipt of a non-returnable item to report any problems. All sales become final 14 days after you receive the item(s). Returns must be post-marked within 14 days of your receipt of the item(s). By signing below, I am confirming that I have read the Return Policy and understand that if my return does not meet all of the requirements outlined above that I may not receive a refund and the item(s) may be shipped back to me at my expense. Mediaessence reserves the right to dispose of items that have been held longer than 30 days without resolution.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

We strongly recommend shipping via UPS or Fedex so you can track and insure your package. We can not be responsible for items lost or damaged in the mail. This form must be filled out completely and must be signed.

**Mediaessence**  
638 Douglas St.  
Chula Vista, California 91910