



# CTR Ring Exchange Form

If you ordered a ring that doesn't fit just right, use this form to send the ring back for a size exchange at no additional charge. Simply follow the 5 steps on this form, and when we receive your return, we will send a replacement. It's that easy!

*\*Please note: Rings that are returned worn, scratched or scuffed can not be exchanged.*

1

• Write the first and last name the order was placed under, and the 7-digit shipping number from your packing slip (if applicable).

First and Last Name: \_\_\_\_\_

Shipping number (if applicable): \_\_\_\_\_

2

• Find the name of your ring using the receipt that was emailed to you or the packing slip included with your order. Write the name of the ring(s) and size you would like to exchange it for.

1. Ring: \_\_\_\_\_ with a size \_\_\_\_\_

2. Ring: \_\_\_\_\_ with a size \_\_\_\_\_

3. Ring: \_\_\_\_\_ with a size \_\_\_\_\_

4. Ring: \_\_\_\_\_ with a size \_\_\_\_\_

3

• Make any additional notes (style changes, expedited shipping requests, etc.) and the address you would like the ring(s) shipped to.

Address:
_____
_____
_____
_____

Notes:
_____
_____
_____
_____

4

• Using correct postage, send this form and your ring(s) back to the return address on the package addressed to, "Returns Department". If you don't have the original materials the order was delivered in, you may send it to our main office at: 1901 W 820 N #3, Provo UT 84601. *Be sure to use a padded envelope, otherwise the mail processing machines can damage or potentially remove the ring from the package.*

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• Wait patiently. We process exchanges as quickly as possible, we appreciate your patience. Thank you!