



Exchange Order Form

DATE: _____

Kiwi Lane Order Exchanges
412 S. King Ave, Suite 101
Middleton, Idaho 83644

To prevent delays in processing your exchange, please print clearly 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 Merchandise that is damaged in return shipping, discontinued, or outdated cannot be exchanged.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. Use one separate Exchange Order Form for items from each original separate order number.

Customer Shipping Address	Order Information
Name _____	Original order number _____
Street Address _____	Original order date _____
City _____ State _____ Zip _____	Instructor Name _____
EMAIL _____	Instructor ID # _____
Phone _____	

Merchandise To Be Returned (Must be unused, current catalog merchandise, in original packaging)				
Qty	Item #	Item Name	Purchase Price	Total \$
A. TOTAL OF RETURNED MERCHANDISE				\$

Replacement Merchandise				
Qty	Item #	Item Name	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. SHIPPING FEE 10% OF LINE C, MINIMUM OF \$5.00 <small>(ONLY APPLIES IF EXCHANGE IS RECEIVED BY KIWILANE MORE THAN 30 DAYS AFTER THE ORIGINAL SHIPPING DATE)</small>				
E. RESTOCKING FEE <small>(15% OF LINE A - ONLY APPLIES IF EXCHANGE IS RECEIVED BY KIWILANE 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 + D IF SHIPPING IS TAXABLE IN YOUR STATE)				
H. TOTAL AMOUNT DUE (LINE F + LINE G)				\$

FORM OF PAYMENT: CHECK MONEY ORDER CASH CREDIT CARD (COMPLETE PAYMENT INFORMATION ON NEXT PAGE.)



Credit Card Payment Form

Payment Information

Cash Credit Card Check # _____ Make checks payable to: Kiwi Lane Designs

Name (on card) _____ Phone _____

Billing Address _____ Check if same as shipping above

Billing Zipcode _____ CSV _____ Expiration _____ VISA MASTERCARD DISCOVER

Card Number - - - CHARGE TOTAL \$

I authorize _____ and Kiwi Lane:

To use my credit card information for this purchase only.

Signature _____

Notice to Cardholder for Credit Card Purchases:

Kiwi Lane Designs will process your credit card payment based on the information you provide through your Instructor. Kiwi Lane Designs will not verify the accuracy of the information before processing your payment. Your credit card payment will be processed without the actual card being present, which may result in error or delays due to rejection of the payment. This is not a sales transaction between you and Kiwi Lane Designs. Kiwi Lane Designs provides credit card processing services on behalf of the Instructor as a convenience to you and your Instructor.

YOUR INSTRUCTOR IS AN INDEPENDENT CONTRACTOR AND NOT AN EMPLOYEE, AGENT, PARTNER, OR BUSINESS AFFILIATE OF KIWI LANE DESIGNS. KIWI LANE DESIGNS ASKS AND ENCOURAGES ALL INSTRUCTORS TO TAKE APPROPRIATE MEASURES TO PROTECT YOUR CREDIT CARD INFORMATION, BUT DOES NOT ASSURE THAT SUCH MEASURES WILL BE TAKEN. KIWI LANE DESIGNS DISCLAIMS ALL RESPONSIBILITY FOR THE ACTIONS (INTENTIONAL OR OTHERWISE), ERRORS, OR OMISSIONS OF YOUR INSTRUCTOR IN THIS REGARD.