Pony Bead Store

Exchange Worksheet

Exchanges accepted within 45 days of the order date with copy of your receipt must be included

Name_____

Phone Number _____ Email _____

Billing Address
Street _____
P.O. Box _____
City/ State_____
Zip_____

Shipping Address
Street _____
P.O. Box _____
City/ State_____
Zip_____

To do an exchange, please complete both pages - a "Returns Worksheet" and an "Exchange Worksheet"

List the items you would like to exchange below:

Item #	Description	Color, Size, etc…	Qty	Unit Price	Total
				Sub Total	
	****Any applicable discounts, fees, or shipping costs will be added by Pony Bead Store ****				

Shipping Method
❑ USPS 1st Class ❑ USPS Priority Mail ❑ Fed Ex 3 Day ❑ Fed Ex 2 Day
❑ Fed Ex Overnight ❑ USPS Int'l

Payment Information
❑ money order/ cashier's check (*we do not accept personal or business checks*)
❑ PayPal – provide PayPal email address: _____ (we will request payment when order is received)
❑ Visa ❑ Mastercard ❑ Discover ❑ American Express

*For security purposes, we will call you when we receive your for to get your payment information. Please note that shipping costs are non-refundable.

If you have any questions, please contact us by email: beads@ponybeadstore.com

If sending returns by USPS, mail to: Pony Bead Store, PO Box 554, Huntersville, NC 28070

If sending returns by Fed Ex or UPS, please call us at 888. 479. 2022 to request further instructions.

Pony Bead Store

Return Worksheet

Returns accepted within 45 days of the order date with copy of your receipt must be included

RETURN AUTHORIZATION # _____ Order Number _____

Name _____

Phone Number _____ Email _____

Billing Address
Street _____
P.O. Box _____
City/ State _____
Zip _____

Shipping Address
Street _____
P.O. Box _____
City/ State _____
Zip _____

List returned items below:

Item #	Description	Color, Size, etc...	Qty	Unit Price	Total
	Shipping costs are non-refundable.			Sub Total	

Please note that shipping costs are non-refundable.

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