



TOLL FREE 1-800-236-8403 LOCAL (920) 687-8805
 vanderorders@vanderloopshoes.com vanderloopshoes.com
 Retail locations in Appleton, Green Bay, Little Chute, and Milwaukee

RETURN/EXCHANGE FORM

Thank you for shopping with Vanderloop Shoes. We appreciate your business and want you to be satisfied with your purchase. Our return policy is listed below. Please fill out form completely and follow steps outlined below. Please contact our corporate office for questions.

RETURN POLICY

All returns / exchanges must be unworn (in like-new condition), in the original packaging and within 30 days of purchase. We cannot return or exchange dirty or worn footwear unless it is judged to be defective within the manufacturer's set time frame (typically 6 months from purchase date, but may vary). If you think the product is defective please call or email before you ship/mail the product to Vanderloop Shoes. Returns can be done in-store or via mail/delivery service.

Shipping charges will be the sender's responsibility except when Vanderloop Shoes makes an error.

Vanderloop Shoes is not responsible for any items lost in transit. We suggest choosing a trackable delivery service.

Vanderloop Shoes will issue credit accordingly if you are owed a refund or there is a price difference with an exchange. All refunds must be issued by the original method of payment. If there is a price difference that needs to be charged we will contact you before beginning the new transaction.

Contact us with questions regarding these policies.

RETURN PROCESS

FOLLOW THESE STEPS TO RETURN A PURCHASE:

1. Fill out form completely with detailed info.
2. Place product in original box with form. We suggest making a copy for your own records.
3. Ship product. We suggest using a trackable service. Please do not put labels or stamps on the shoe box - either place in a large box or wrap original box with paper.

SHIP TO: (from UPS, FedEx etc)
 Vanderloop Shoes
 400 Moasis Drive
 Little Chute, WI 54140

MAIL TO: (from US Post Office)
 Vanderloop Shoes
 PO Box 346
 Little Chute, WI 54140

1. CUSTOMER INFORMATION

NAME: _____ ORDER NUMBER: _____
 ADDRESS: _____ DATE OF RETURN: _____
 _____ STYLE NUMBER: _____
 PHONE: _____ EMAIL: _____ SIZE: _____ WIDTH: _____

2. RETURN INFORMATION

3. REASON FOR RETURN/EXCHANGE (please fill out completely)

PRODUCT IS NEW

____ fit/comfort ____ incorrect size/width
 ____ changed mind ____ product did not meet expectations
 ____ other. please explain: _____

PRODUCT IS WORN

Please explain product defect

4. RETURN/EXCHANGE INFORMATION

REFUND

EXCHANGE Exchange for: BRAND _____ STYLE # _____ SIZE _____ WIDTH _____