

1. PRINT & COMPLETE THIS FORM:

Please read the instructions for returning an item below, along with La Colombe's return policy. This Customer Return Form must be included with your return shipment.

2. REPACK YOUR MERCHANDISE:

Make sure to carefully pack the item(s) you wish to return in an appropriate box. It is important that we receive items in the same condition in which they were sent.

3. MAIL THE MERCHANDISE: *La Colombe Coffee*

ATTN: Returns
2620 E. Tioga St.
Philadelphia, PA 19134

4. AUTHORIZE THE RETURN or EXCHANGE:

Refunds are made to your original payment method once the items are confirmed as accepted at our warehouse. You will receive an email stating that the refund was processed.

Exchanges are completed by creating a new (\$0) order once the returned items are confirmed as accepted at our warehouse. You will receive an email stating that the new order was processed. Exchanges via mail must be made for items of equal value. If you would like to exchange for a product of different value, please contact our Client Service Team by emailing help@lacolombe.net or calling (800) 563-0860.

Customer Name	Email Address (used for order)	Order #

Quantity	Item Name/Description	Reason (damaged, incorrect item, etc)

LA COLOMBE'S RETURN POLICY

- All gift cards, tea, Draft Latte cans, and Cold Brew items are **not** eligible for returns.
- Coffee must be returned in its original packaging.
- All coffee returns must have a **return ship date within 2 weeks of receiving the order.**
- All non-coffee items, if unopened, can be returned within **30 DAYS from the date of purchase.**