

**RETURN INFORMATION**

Your satisfaction is very important to us. We want you to be happy with the purchases you make at VIP Party Express. If you need to return an item please follow the instructions listed below.

1. Make sure to include completed return form with your return.
2. All returns must be sent prepaid; no collect shipments will be accepted.
3. We strongly suggest you ship your return using a carrier that provides a package tracking number such as: Fedex, UPS, or US Mail.
4. Shipping charges are not reimbursed.
5. We will accept returns up to 30 days from the order date.
6. All items must be unopened in their original condition.
7. If you receive a credit card refund, please allow up to two billing cycles for credit to appear on your statement.

Please mail your returns to:



VIP Party Express  
 Attn: Returns Dept.  
 3100 NW 72 AVE STE 121  
 Miami, FL 33122

-----

**RETURN FORM**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Order Number: \_\_\_\_\_  
 State: \_\_\_\_ Zip: \_\_\_\_\_  
 Other Phone: \_\_\_\_\_

Item #	Item Description	Quantity	Reason Code

Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_

**Reason Codes**

- A. Item is damaged
- B. Item did not meet expectations
- C. Ordered wrong item
- D. Other please explain

If you have any questions, please send email to:

[Customerservice@vippartyexpress.com](mailto:Customerservice@vippartyexpress.com)