



21 East Main Street
Xenia, Ohio 45385-6800



MAIL IN ORDER FORM FOR REPAIRS

INSTRUCTIONS:

Trim out mailing label, fill in your return address, and affix the label to your shipping package. Then Fill out the form below and include with items being sent.

Name _____

Address _____

Address Line 2 _____

City _____

State _____

Zip _____

Daytime Phone _____

E-mail _____

Description of work to be done _____

Once received and evaluated, you will be contacted with an estimate and time needed for repairs. Thank you for your business with us!

Trim out mailing label, fill in your return address, and affix the label to your shipping package.

IMPORTANT: 1. Do not enlarge or reduce size when printing to meet USPS regulations.
2. Be sure to write your return address on the mailing label in the space provided.

RETURN ADDRESS

BUSINESS REPLY LABEL

FIRST-CLASS MAIL PERMIT NO. 4 XENIA OH

POSTAGE WILL BE PAID BY ADDRESSEE

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

XENIA SHOE AND LEATHER
21 E MAIN ST
XENIA OH 45385-6800

