



21 East Main Street  
Xenia, Ohio 45385-6800



# MAIL IN ORDER FORM FOR REPAIRS

## INSTRUCTIONS:

Fill out return address area on the pre-paid mailing label attached at the bottom of the page, detach label and affix to shipping material. 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!

Fill out return address label below

**IMPORTANT:** Do not enlarge or reduce size when printing to meet USPS regulations.

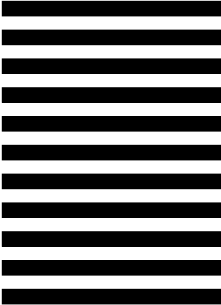
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NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES



**BUSINESS REPLY LABEL**  
FIRST-CLASS MAIL PERMIT NO. 4 XENIA OH

POSTAGE WILL BE PAID BY ADDRESSEE

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

