



*La Mariposa*  
HAIR EXTENSIONS & WIGS



# MAIL-IN ORDER INSTRUCTIONS

*Please review the instructions below carefully before sending your items.*

## *Step 1: Prepare Your Units*

- Each wig or hair unit must be placed in its own individual bag.
- If you are submitting multiple units, clearly label each bag as Unit 1, Unit 2, Unit 3, etc.
- If your order includes multi-piece sets (example: 7-piece clip-ins or ponytail sets), ensure each piece is included and grouped properly

## *Step 2: Complete Your Order Form*

- Print the Order Confirmation / Check-In Form sent to your email.
- Complete all required sections accurately.
- This form allows us to properly identify your order and match it to your selected services.

## *Step 3: Package Your Order*

- Place all labeled units and your completed order form inside the shipping box.
- Double-check that the number of units enclosed matches the services purchased.
- Securely seal your package before shipping.

## *Step 4: Ship Your Package*

- Ship your package to the address below.
- We strongly recommend using tracking and shipping insurance.
- Retain your tracking number for your records.

## *After Shipping*

- Once your package has shipped, reply to your confirmation email with your tracking number for your records.
- All incoming packages are documented and inspected upon arrival.

## *Important Notes*

- Please ensure the correct number of units are included based on your purchased service.
- Missing or incorrect items may delay processing.

