

**ORDER NUMBER:**   
(If applicable)

**DATE:**  /

**SCHOOL:**

**PARENTS / CARE GIVERS NAME:**  
 FIRST-NAME:  SURNAME:

**MOBILE PHONE NUMBER:**

**STUDENTS NAME:**  
 FIRST-NAME:  SURNAME:

**STUDENTS CLASS:**

**EXCHANGE**   
(Please tick if yes)

**ITEMS RETURNING:**  
(Item description and size)

**REASON FOR EXCHANGE:**  
(Item description and size)

**ITEMS REQUIRED:**  
(Item description and size)

*Our staff will contact you if there are any price differences*

**RETURN / REFUND**   
(Please tick if yes)

**ITEMS RETURNING:**  
(Item description and size)

**REASON FOR RETURN / REFUND:**  
(Item description and size)

**CREDIT CARD INFO:**  
(For funds transfer back into your account)  
           
 Card Exp:  /

**OR CALL ME FOR CREDIT CARD INFO**   
(Please tick if yes)

**Exchange period: 30 days from delivery or in-store purchase** (An attached receipt is required for in-store purchases).  
 Due to hygiene reasons, all returning garments must NOT be worn and must be clean.

**We will not exchange any items that have been washed or worn**, unless the return is due to a manufacturing fault, in which case the item must be clean and hygienic.

**Any unsatisfactory items that break this criteria will be sent back to the customer immediately.**

*For any manufacturing issues, our process is as follows:*

**REPAIR → REPLACE → REFUND**

**BACKORDER:** **UNIFORM SHOP USE ONLY**

DESCRIPTION	SIZE	QTY	DATE COMPLETE