



# EXCHANGE & RETURNS FORM

**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)

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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