

You Company Name
RETURNS FORM

Today's Date: [Date]	ORDER DATE: [Date]	ORDER NUMBER [Number]
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YOUR INFORMATION

Former name: [Former Name]	Birth date: [Birthday]	Age: [Age]	Sex: <input type="radio"/> M <input type="radio"/> F
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Address: [Address/ P.O Box, City, ST ZIP Code]

ORDER INFORMATION

(Please give as much detail as possible)

QTY	PRODUCT CODE	DESCRIPTION	PRICE	REFUND	EXCHANGE	REPLACEMENT STYLE	REPLACEMENT SIZE	REPLACEMENT COLOR	REASON CODE

RETURN REASON CODES	1 - QUALITY FAULT	2 - FIT/SIZE ISSUE	3 - INCORRECT ITEM RECEIVED	4 - ARRIVED TOO LATE	5 - OTHER
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RETURNING/EXCHANGING AN ORDER:

1 - You can return any item within 14 days of receipt for a refund of that item, or to exchange it for a different size/colour or garment. Please note: jewelry cannot be returned unless faulty.

3 - Please note that returns can take up to 10 days to be delivered back to us. Once received, it will be processed within 48 hours of receipt.

4 - In all cases, the items returned must be in their original condition, which includes tags and any packaging. All goods will be inspected on return.

6 - Please refer to our Returns Policy on our website for further information.