



Uniform Exchange Form

Please fill out exchange form & return it with item for exchange to the school office.

Order No.: _____ (Located on original order)

Name: _____

Email: _____

Ph: _____

Childs Name: _____

Class: _____

Items must be returned within **28 Days** of purchase in original packaging and it is unworn, unopened, unused and in original condition.

We will not process an exchange for an item that fails to meet this criteria.

Returned Item	Size	Quantity	Price	Exchanged For	Size	Quantity	Price
Total				Total			

Customer Comments:

Any amount owing please add Credit Card details

Card No: _____

Exp Date: _____ CVC: _____

All refunds will be processed through your initial payment account (please allow 10 working days).

Office Use Only	Staff:	Date:
Items Checked		
Customer Contacted		
Exchange Issued		
Entered		

The uniform shop will not accept the return of items from the following categories
Hats • Hosiery • Socks • Hair accessories