

# RETURN AND EXCHANGE FORM

Thank you for shopping with us. We value your trust and strive to ensure the most pleasant shopping experience. If for any reason you are not completely satisfied with your purchase and need to return or exchange items, please complete this form. This document is an essential part of the return/exchange process. Please read all instructions carefully and ensure correct information is provided. Attach this form to the returned goods along with relevant documents such as photos of damage or proof of purchase.

## CUSTOMER INFORMATION

Full Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

ZIP: \_\_\_\_\_ Country: \_\_\_\_\_

## ORDER INFORMATION

Order Number: \_\_\_\_\_

Purchase Date: 15/08/2025

Payment Method: \_\_\_\_\_

## REASON FOR RETURN/EXCHANGE

☐ Damaged goods ☐ Wrong item received

☐ Size/fit issue ☐ Product defect

☐ Not as described ☐ Other: \_\_\_\_\_

Detailed description:

## PREFERRED RESOLUTION

☐ Exchange (specify size/color): \_\_\_\_\_

☐ Refund to original payment ☐ Store credit

## RETURNED/EXCHANGED ITEMS

1.	Item Name: _____	Qty: _____	SKU: _____	Reason Code: _____
2.	Item Name: _____	Qty: _____	SKU: _____	Reason Code: _____
3.	Item Name: _____	Qty: _____	SKU: _____	Reason Code: _____

## RETURN SHIPMENT DETAILS

Carrier Used: \_\_\_\_\_

Tracking #: \_\_\_\_\_

Ship Date: 15/08/2025

## SUPPORTING DOCUMENTS

☐ Photos attached ☐ Receipt/Invoice attached

☐ Email correspondence

Additional notes:

**CUSTOMER AGREEMENT AND SIGNATURE:** By submitting this form, I confirm that I have read and understand the return/exchange policy. I certify that the information provided is true and correct. I acknowledge that incorrectly completed forms may result in processing delays or rejection.

Customer Signature: \_\_\_\_\_

Date: 15/08/2025

## FOR INTERNAL USE ONLY (To be completed by store employee):

Received by: \_\_\_\_\_

Date received: 15/08/2025

Inspection: ☐ Yes ☐ No

Resolution approved: ☐ Yes ☐ No

Processed by: \_\_\_\_\_

Process date: 15/08/2025

Notes:

Thank you for your cooperation! We will process your request as soon as possible and inform you of the outcome.