



EXCHANGE / RETURN FORM

Contact Person: Rosemary Kelly

Ph: 07 3900 3888 | Fax: 07 3390 3844 | Email: orders@corpdesigns.com.au



EFFECTIVE 1ST JULY 2014

| | | | | | | |
|------------------------|--|--|---|--|--|--|
| OFFICE USE ONLY | | | WAREHOUSE USE ONLY (please tick and initial) | | | |
|------------------------|--|--|---|--|--|--|

| | | | | | |
|-------|------------|-----|--------|-----|---------|
| Date: | Invoice #: | By: | PICKED | By: | CHECKED |
|-------|------------|-----|--------|-----|---------|

EXCHANGE / RETURN POLICY

1. Garments can only be exchanged or returned provided they have not been altered, worn, washed, laundered or damaged in any way. Any garments returned **MUST** be folded neatly and in original condition.
2. Any exchange or return must be sent back to Corporate Designs Pty Ltd clearly showing original packing slip number or a copy of the packing slip. **An exchange/return/credit will not be processed if an original packing slip or packing slip number is not supplied.**
3. Freight must be prepaid on all exchanges and returns.
4. All exchanges/returns must be in original re-saleable condition and returned within 21 days of invoice by Corporate Designs Pty Ltd.
5. An exchange/return form must be completed **IN FULL**.

| | |
|--|---|
| <p>PLEASE TICK YOUR STORE LOGO</p> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> | <p>All exchanges/returns are to be sent to: Attn: Rosemary Kelly - RETURNS Corporate Designs Pty Ltd 15 Tombo Street Capalaba QLD 4157</p> |
|--|---|

PLEASE ENSURE ALL DETAILS ARE COMPLETED

| | | |
|-------------------|----------------------|-----------|
| DATE: | METCASH CUSTOMER NO. | |
| STORE NAME: | | |
| DELIVERY ADDRESS: | STATE: | POSTCODE: |
| EMAIL: | | |
| PHONE: | FAX: | |
| CONTACT PERSON: | | |

ORIGINAL PACKING SLIP NO.

| RETURNED CODE | EXCHANGE OR CREDIT (please tick) | | RETURNED QTY | RETURNED SIZE | NEW CODE REQUESTED | NEW QTY | NEW SIZE | EXPLANATION FOR RETURN |
|------------------|-----------------------------------|---------------------------------|-----------------|------------------|-----------------------|------------|-------------|------------------------|
| | <input type="checkbox"/> EXCHANGE | <input type="checkbox"/> CREDIT | | | | | | |
| | <input type="checkbox"/> EXCHANGE | <input type="checkbox"/> CREDIT | | | | | | |
| | <input type="checkbox"/> EXCHANGE | <input type="checkbox"/> CREDIT | | | | | | |
| | <input type="checkbox"/> EXCHANGE | <input type="checkbox"/> CREDIT | | | | | | |
| | <input type="checkbox"/> EXCHANGE | <input type="checkbox"/> CREDIT | | | | | | |