

RETURN AUTHORISATION FORM

Fax to: (03) 9570 8809

Company Name: _____ Date _____

Staff Members Name: _____ Telephone: _____

Delivery Address: _____

Invoice Number relating to garments: _____ (Invoice number is located at the top right hand corner of the invoice)

Date of Invoice: _____ (You must notify us within 7 days of receipt of goods. Goods will need to be returned within 14 days).

If you have ordered an incorrect size, colour, etc we will try to accommodate your request where ever possible **however** there are certain manufacturers or situations whereby no credits or exchanges will be possible.

If you have any sort of artwork (ie embroidery or screen print) on your garment then you will not be able to exchange it.

Where a credit or exchange is possible there is almost always a restocking fee charged that varies from manufacturer to manufacturer.

We will advise you on what can and can't be done with your garments when we receive this form

Reason For Return:

- Garment is faulty**
- Garment provided is different to what was ordered**
- I don't like the garment**
- Garment size is different to what was ordered**
- I need a different size**
- I ordered the wrong garment**
- Other (please specify below)**

Requested Action:

- Credit** (please note that a credit is placed against your account. We do not offer refunds for any "Change of Mind" returns. "Change of Mind" includes ordering incorrect sizes, colours etc).
- Replacement garment(s)**

Garment(s) Being Returned:

Qty	Style No.	Description	Colour	Size