

CREDIT / RETURN / EXCHANGE FORM

PLEASE NOTE: RETURNS WILL ONLY BE ACCEPTED WITHIN 14 DAYS OF RECEIPT OF GARMENT.

Date: _____

Company Name: _____

Company Branch: _____

Company Purchase Order No.: _____

Reason for Return or Exchange

- Received wrong item(s) Damaged/Defective Samples

STYLE NO	COLOUR	SIZE	QTY	INVOICE NO:	COMMENTS

Returns Policy - Effective 1 May 2006
 All returns must be sent back within 14 days of the invoice date.
 All returns must be sent back with a completed Credit/Return/Exchange form.
 Customers will be responsible for all freight costs unless the garment(s) received was damaged or wrongly supplied.
 Goods must be received in store by Stanford Clothing by 21st of the month to be included as credit in that month's account.
 All returns must be in resellable folded condition.
 If you no longer have a copy of your invoice or Credit/Return form and wish to obtain one, please request one by emailing:
stanfordclothing@xtra.co.nz