

UNIFORM SHOP EXCHANGE FORM

REQUESTING A REFUND? WE WILL HAPPILY EXCHANGE FOR YOU, BUT ANY REFUNDS ARE BY **PRIOR APPROVAL ONLY** BY THE P&C EXEC TEAM
PLEASE EMAIL YOUR REQUEST TO: uniforms@mapspandc.onmicrosoft.com TO DISCUSS FURTHER

****PARENTS/CARERS - PLEASE FILL OUT BOTH SECTIONS 1 & 2**

SECTION 1

Original Order Number:			Original Order Placed Date:	
Childs Name:			Parent/Carer Name:	
Childs class (if known):			Parent/Carer Ph Number:	
ITEMS RETURNING:				
DESCRIPTION	SIZE	QUANTITY	PRICE	REASON
ITEMS YOU WOULD LIKE:				
DESCRIPTION	SIZE	QUANTITY	PRICE	REASON

An invoice for any difference will be sent to you through Shopify. Sorry, we cannot accept cash payments. Please pay this as soon as possible, thanks. Amount: \$

SECTION 2

Original Order Number:			Original Order Placed Date:	
Childs Name:			Parent/Carer Name:	
Childs class (if known):			Parent/Carer Ph Number:	
ITEMS RETURNING:				
DESCRIPTION	SIZE	QUANTITY	PRICE	REASON
ITEMS YOU WOULD LIKE:				
DESCRIPTION	SIZE	QUANTITY	PRICE	REASON

OFFICE USE ONLY:

EXCHANGE RECEIVED BY UNIFORM SHOP:	INVOICE FOR DIFFERENCE REQUIRED: Y or N
ACTION TAKEN:	AMOUNT TO INVOICE CUSTOMER IN SHOPIFY: