



Please complete all the details below and email to sales@steadyschoolwear.co.uk. Please then enclose a hard copy with your items that you are returning and we will contact you to organise the items being returned.

Date:	Order ID Number:
-------	------------------

Name:

Email:	Telephone:
--------	------------

Address:

I would like a Full Refund <input type="checkbox"/> <small>Tick or Leave Blank if N/A</small>	I would like to collect my exchange from the shop <input type="checkbox"/> <small>Tick or Leave Blank if N/A</small>	I would like to pay £5.99 for delivery to my address <input type="checkbox"/> We will contact you for payment once we are ready to ship your order <input type="checkbox"/> <small>Tick or Leave Blank if N/A</small>
---	--	---

Items to Return/Exchange:

Item Code	Qty	Item Description	Size	Colour	Price	Reason for Return	New Size Required (Exchange Only)

Total Refund Amount:

EXCHANGES: PLEASE NOTE THAT WE WILL CHARGE DELIVERY COSTS FOR THE NEW ORDER. If you wish to exchange an item please ensure you provide details of the product code, size and name of the items when completing the returns form; please note that we will charge delivery costs for the new order. It is the responsibility of the customer to ensure that the goods are returned in good condition using a secure postage method. Please print off the pdf returns form below, complete the top portion and include with your return parcel. Detach the lower section and use as an address label for your parcel.

