REFUNDS AND EXCHANGES FORM

WELLINGTON COLLEGE

Please supply relevant information below and enclose this form with the item(s) you are returning

Please return to: **College Shop, Wellington College, Crowthorne, BERKSHIRE RG45 7PT** ensuring a Certificate of Posting is obtained and/or a suitable postal service is used (the College cannot be held liable for any goods that are lost in transit). NB If returning in person, an appointment should be made so your goods are expected at the doorstep - regrettably no entry is permitted into the College Shop at this time, and we are unable to offer any trying-on facility according to current government directives

Order No(s):

Date order received:

Date of return:

Bought by:

Bought for (pupil name):

IF EXCHANGING, please complete details of the replacement items you require

RETURNS FORM						
Qty	**Item Description**	**Size**	**Item Value (£)**	**Reason Code (see below)**	**Exchange or Refund? Please Circle**	
					E	R
					E	R
					E	R
					E	R
					E	R
					E	R
					E	R
					E	R
					E	R
					E	R
					E	R
					E	R
					E	R
					E	R
					E	R

TOTAL RETURNS VALUE £ -

EXCHANGES FORM			
Qty	**Item Description**	**Size**	**Item Value (£)**

TOTAL VALUE OF REPLACEMENT ITEMS £ -

If you need to pay extra for your exchange, we will telephone you to obtain card payment details - please provide your preferred daytime contact telephone number here:

Should we deliver the exchange items to a different address? (If so please specify below)

Address_____

City_____ County_____ Post Code_____ Country_____

RETURNS REASONS CODES	
A	Ordered more than one size
B	Too big
C	Too small
D	Too long
E	Too short
F	Faulty/Damaged (please provide details)_____
G	Changed mind/no longer required (optional items only) -please elaborate_____
H	Other (please specify)_____