

# UNIFORM RETURNS FORM FOR BUTLERS COURT SCHOOL

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email address \_\_\_\_\_

Original Order Number \_\_\_\_\_

Original Payment Method \_\_\_\_\_

## RETURNS

Garments	Size	Reason for Return

### RETURNS

We are happy to accept returns of unworn, unwashed garments, in original packet within 14 days of purchase, for a full refund. Please download and complete the returns form, and hand it with your garment to our representative on a Friday morning. Refunds are processed very quickly via your original payment method.

If you are returning a garment because you wish to exchange for a different size, you will need to order the new size garment via the website in the usual way, and return the original garment to us as per the guidelines above for a refund.

### SIZING

The school office have been provided with a full set of uniform in all the sizes, so if you are not sure which you need, it is advisable to try at the office before placing your order to save ordering / returning unnecessarily.

### NOTE

In special circumstances only, it can be arranged for orders to be collected from / returned to our offices, however, please note that we are not a retail shop and parking is limited. Unfortunately we cannot process orders or refunds on the spot, as stock is not readily available at our offices.

**Thank you for your Return - we will contact you should we have any questions regarding your request.**