

# ACADEMY BRAND

## RETURNS FORM

Thank you for shopping with The Academy Brand! If for some reason you are not satisfied with your purchase, we will accept the return of goods within 30 days of the receipt of your order. For more info please read our shipping and returns policy online at [academybrand.com](http://academybrand.com) or contact us at [customer@academybrand.com](mailto:customer@academybrand.com)

### STEP 1. RETURN YOUR PACKAGE

**A** Complete this form and enclose it along with a copy of your packing slip and the item(s) in original condition including tags.

**B** Send your item(s) with postage paid by you to:  
**The Academy Brand, Returns & Exchanges, A6, 85 Dunning Avenue, Rosebery, NSW 2018, Australia.**

**C** There is strictly no refunds on sale items. We will exchange the item for something of the same value or issue an online store credit.

**D** Please ensure you clearly mark in the table below if you would like a refund or exchange.

**E** Please note, store credits will be emailed upon the return of goods.

### STEP 2. CUSTOMER & ORDER INFORMATION

Order Number: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### STEP 3. LIST ITEMS RETURNED

Quantity	Reason*	Style No	Colour	Size	Action*	Description
1	S	BA333	Navy	M	E	Ordered a size M and need to exchange for a size L (example)

\*Reasons Code: **F** faulty item(s) **S** wrong size **C** change of mind **N** not as expected

\*Action Code: **R** refund **E** exchange **S** store credit

Head Office & Showroom  
A6, 85 Dunning Avenue,  
Rosebery NSW 2018

Telephone 02 9319 1100  
Email [customer@academybrand.com](mailto:customer@academybrand.com)



[academybrand.com](http://academybrand.com)