

Returns Form

Girton College

Please complete the form and return it with the items using the pre-printed returns label attached.

- All postal charges are at the cost of the customer and we recommend using registered post.
- If an exchange or replacement is required an email will be sent when any Products are dispatched. If for any reason any Products are out of stock, a refund will be issued.
- If refund is required you will be refunded no later than 30 days after the day we receive any Products that you are being returned back from you. You will be sent a confirmation when refund has taken place, please allow up to 10 working days after the email date for the funds to appear in your account. Please note we will only refund using the original Payment method used (i.e. Debit/Credit card or PayPal).

Customer Name / Address:		Order Information:
		Order Number/Reference:
Telephone:		
Email:		

Reason for return codes: A = Exchange required (please provide size required), B = Product not required, C = Item is faulty, D= Product was not ordered

Product Code	Product Description	Quantity Returned	Return Code	Comments



Shop
Girton College
Huntingdon Road
Cambridge
CB3 0JG
United Kingdom

Postage
Required