



EXCHANGE FORM

Need to exchange something?

Simply fill in the form and send it back to us with the item/s in a **brand new unworn and unwashed condition.** Please follow the steps below within **10 days** of receiving this form.

INSTRUCTIONS

1. Select one of the reasons for your return. You can place a new order if an exchange is required and return the original item/s to us.
2. You are required to pay for the return postage if you are exchanging for a different size.
3. Returns can take up to 7 working days to get back to us. Make sure you enclose this form with your items in your parcel so that we can complete your return within 1-2 working days of receiving it.
4. Please retain proof of postage until we've confirmed your refund. We'll send you an email to let you know once your refund has been issued.
5. **Please include the original invoice with this form otherwise your request cannot be processed.**

For more information or help at any time, please visit our website www.springcourt.com.au or email admin@springcourt.com.au.

ORDER SUMMARY

Order Date: _____

Order Number: _____

Customer Name: _____

REASON FOR RETURN -please tick-

- Exchange.
- Incorrect item received.
- Other.

EXCHANGE DETAILS

Returning Item: *(Style, size, colour)* _____

Desired Product: *(Style, size, colour)* _____

SHIPPERS ADDRESS

Address: _____

Contact Number: _____

(We will contact you upon return of your shoes to process a \$15 postage fee should you need an exchange pair.)

RETURN ADDRESS

Spring Court Online
6/108 Dunning Avenue
Rosebery NSW 2018