

**Uniform Exchange and Returns Policy Form**

**Before any exchange, credit or return can be actioned for your uniform, you must call Australian Clothing Company for an RA Authorisation number. Please call 0393221800.**

An RA number for an exchange will only be provided if your return meets the following criteria;

1. Goods are unworn
2. Goods are in original packaging with tags
3. Goods are returned within 14 days of receipt of goods.
4. Lead time for replacement is 7-14 days

An RA number for a return/credit will only be provided if your return meets the following criteria;

1. Goods are faulty – Investigation takes 2-3 weeks
2. Goods have been received in error - Investigation takes 2-3 weeks

**\*\*\*Please fill in this form and return with your items if you wish to gain a credit or exchange.**

**RA number**

All details of this form must be filled in correctly and along with a copy of the original invoice that the items relate to.  
**Costs associated with sending the exchange item to Australian Clothing Company P/L are the responsibility of the sender.**  
 Please send to **2/11 Flight Drive, Tullamarine, VIC 3043**

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Invoice number for garment/s: \_\_\_\_\_

Please list what you are returning and the reason the garment is to be returned:  
 \_\_\_\_\_

Size: \_\_\_\_\_ Qty: \_\_\_\_\_

Select Reason:

Wrong Size  Incorrectly Ordered  Faulty Stock  Picking Error  Samples

Please tick whether the returned item/s are for exchange or credit

1. Exchange for (new item description and size)

2. Credit Invoice (credit and refunds can only be given to original purchaser by original method of payment)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**  
 Goods Received: \_\_\_\_\_ Date Received: \_\_\_\_\_  
 Action: \_\_\_\_\_  
 Officer signed by: \_\_\_\_\_  
 CREDIT number issued \_\_\_\_\_