

## EMMA BY JANE RETURNS & EXCHANGE PROCESS

To return or exchange your piece, please fill in the below form and include it in your delivery back to us:

**ORDER NO:** \_\_\_\_\_

(This is essential in returns process, if we do not know your order number /name or email we have no way of arranging your refund or exchange)

Please return your order for exchange or return to the below address;

**EMMA BY JANE**

**UNIT 1**

**39 BEECH PARK ROAD**

**FOXROCK,**

**DUBLIN D18 F7T2**

PIECE YOU ARE EXCHANGING: \_\_\_\_\_

NEW PIECE YOU ARE LOOKING TO RECEIVE: \_\_\_\_\_

ADDRESS FOR YOUR NEW PIECE TO BE POSTED TO IF DIFFERENT FROM YOUR ORDER:

\_\_\_\_\_

REASON FOR YOUR EXCHANGE: \_\_\_\_\_

### **To Return Your Order**

WE LOVE RECEIVING YOUR FEEDBACK SO WE CAN IMPROVE. PLEASE LET US KNOW THE REASON FOR YOUR RETURN:

\_\_\_\_\_

**\*Please note it the customers responsibility to return their piece to us, we recommend using registered post as we are unable to exchange or refund an order if we have not recived it back.**

**\*If your order has passed its 30 days returns when recived back, you can only receive an exchange and there will be an additional €8 charge for postage**