

RETURN & EXCHANGE FORM



Order Number:

Order Date:

Customer's name:

Mailing Address:

STYLE NO.	DESCRIPTION OF ITEM	PRICE	REQUEST FOR EXCHANGE/ REFUND	PURCHASED SIZE	REPLACEMENT SIZE	REASON FOR EXCHANGE/ REFUND

Return & Exchange:

Our policy for return or exchange lasts **7 days from the date your purchase is dispatched for delivery**. If we did not hear from you within 7 days since the dispatched of your purchase, unfortunately we can't offer you a refund or exchange. To be eligible for a return, your item must be unused and in the same condition that you received it. It must also be in the original packaging, with all tags attached. We will not accept returns or exchanges for any items without the original tags, or returned items that are damaged, soiled, worn, or washed.

Please follow the steps here for a return or an exchange:

1. After you have emailed us to notify us about the return/ exchange, fill up the "Return and Exchange" form here.
2. Attach the completed "Return and Exchange" form together with your original package
3. A courier will be assigned to pick up your package based on your mailing address listed above. **Please ensure the authenticity of your mailing address listed above.**

*** Please note that an additional charge of SGD \$20 is applicable for each trip if our courier fails to reach you the first time. In order to prevent any additional charge on your side, please ensure that both your "Return and Exchange form" and your intended refund or exchange item is available for collection when our courier makes the first trip. Any item returned without this form will not be entertained.**

For more information on our Return & Exchange policy, please visit: <https://www.amandaleeonline.com/pages/return-and-exchange>