



Return/Exchange Request Form

Order Number _____
 Order Date _____
 Name of School _____
 Name of Student _____
 Contact Tel _____
 Address _____

Item	_____	_____	_____
Qty	_____	_____	_____
Size	_____	_____	_____

REASON FOR RETURNING (PLEASE MARK ONE)

Size Small	_____	_____	_____
Size Big	_____	_____	_____
Wrong Item Ordered	_____	_____	_____
Wrong Item Shipped	_____	_____	_____
Defected Item Shipped	_____	_____	_____
Others(Please write reason)	_____	_____	_____

EXCHANGE REQUEST (PLEASE WRITE CORRECT SIZE) * This is only when we sent you wrong size or wrong Items)

_____	_____	_____
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Signature of Customer _____ Date _____

Remarks: office use only