

1. Please complete with as much detail as possible the top part of this form and enclose inside your parcel.
2. If returning more than one of a different item please fill in one of these sheets per item.
3. Please return your parcel to the address below.

Name: _____ Contact Number: _____

Address: _____ Postcode: _____

Order Number:

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 School Name:

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	Qty	Garment Description	Colour	Size	Code <small>*OFFICE USE*</small>	Garment Fault or reason for Return
RETURNING ITEM						<input type="checkbox"/> Wrong item was delivered <input type="checkbox"/> Item was defective <input type="checkbox"/> Item didn't fit <input type="checkbox"/> Other: _____
REPLACEMENT WANTED						<input type="checkbox"/> TICK BOX FOR REFUND ONLY

Customer Comments:

OFFICE USE ONLY	
Return to Dept.	
Action Needed/Taken	
Date Completed	/ /20
Amount to Refund	£ .
Notes:	

- +As long as your unwanted item is in an "as new" condition, we will either refund or exchange the product (as long as it is a stock item).. Unfortunately we cannot refund/replace garments that have your Personal child's name embroidered or printed on the garment. Please ensure you order the correct size, Samples are available at most schools for trying on.
- +Any unwanted item you return must be returned complete, in clean unworn condition, in its original packaging and with all labels still attached.
- +Faulty Garments (Subject to investigating on return) - Please return in a clean state. Manufacture faults will be refunded or replaced as soon as possible.
- +Refunds will be processed within 28 days.
- +Return Postage cost are payable by yourself, we recommend posting recorded as Emblematic can not be held responsible for missing parcels.
- +If returning garments for exchange due to wrong size/garment ordered please include a cheque for return postage to your delivery address (£3.00 for first item, £1.00 per item after that) If returning garment due to faulty garment we will post replacements free of charge.

Returns Department
FORESTERS
14 Fenkle Street
Alnwick
Northumberland
NE66 1HR