

# HALE MERCANTILE

CO.

*Linen Merchants*

## RETURN/EXCHANGE FORM

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

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

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

Invoice # \_\_\_\_\_ Order # \_\_\_\_\_

### ITEMS RETURNED:

QTY	ITEM CODE	DESCRIPTION	PRICE
			\$
			\$
			\$
			\$
			\$
<b>TOTAL</b>			\$

Reason for Return/Comments \_\_\_\_\_

To arrange an exchange or credit of your purchase you must notify us within 5 days of receipt of goods and return goods to us within 7 days of your notification. Items must be returned unwashed, unused and in original packaging with tags intact and invoice included.

Return address: **523 Victoria Street, Abbotsford Victoria, Australia 3067**

Please complete the Exchange Form on the back of this page for your replacement items. Please note as per our Terms and Conditions ([www.halemercantilecolinen.com/terms-conditions](http://www.halemercantilecolinen.com/terms-conditions)) that we do not offer we do not offer refunds on purchases for change of mind. Goods may be returned for exchange or credit only. Credit notes are valid for a period of six months only.

Except where the goods are faulty, the client will be required to arrange and pay for the postage charges on the return and resend of products. Original postage costs will not be refunded.

We are happy to assist with the return of goods, so please do not hesitate to contact us with any concerns.

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**EXCHANGING FOR:**

QTY	ITEM CODE	DESCRIPTION	PRICE
			\$
			\$
			\$
			\$
			\$
<b>TOTAL</b>			\$

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**Office Use Only**

Received Return Date \_\_\_\_\_ Staff Logging Return \_\_\_\_\_

Date Exchange Sent \_\_\_\_\_ Staff Logging Exchange \_\_\_\_\_