



ANTHONY · FORMAL · WEAR  
SUIT HIRE & TAILORING

### CUSTOMER EXCHANGE & RETURNS FORM

**If you are not entirely happy with your item(s), or would like to exchange or refund any part of your order, please follow the steps below within 10 days of receipt of your delivery.**

1. Please fill in your order details, we will not be able to process your exchange or refund without these details, thank you.
2. Initially tick whether you would like an exchange or full refund in the boxes listed below.
3. We will only exchange the same item in a different colour and / or size.
4. Please select one of the reason codes for your return. **If you have received an incorrect item please mark as an exchange if you still require the original item.**
5. Take the return to the post office and request a proof of postage. **Normal post takes up to 5 working days to reach us.**
6. Enclose this form with your parcel, and we will process your return within 24 hours of receipt.
7. Please ensure that you send the item back in the condition that you received it and in the box that it arrived in (if applicable).
8. Please return the goods to: Anthony Formalwear, 53 High Street, Billericay, Essex. CM12 9AX

#### Your order details

Surname (BLOCK CAPITALS)	Order No.	Order date	Date order received

#### Items that you wish to exchange or return for a refund

Please tick as appropriate				A brief item description	NEW size required	NEW colour required	See below
Refund	Exchange	QTY	Item Code/SKU	Item description	Exchange size	Exchange colour	Reason code
X		4	123456	EXAMPLE – Pink life tie	N/A	N/A	4

#### Reason codes

1	Item to big.	3	Item to short.	5	Faulty item.	7	Incorrect item sent.
2	Item to small.	4	Colour not as expected.	6	Arrived too late.	8	Poor quality.