

HALE MERCANTILE

CO.

Linen Merchants

Return & Exchange Form

Date _____ Name _____

Address _____

Email _____ Phone _____

Invoice No _____ Purchase Order: **W** _____

Items Returned:

QTY	ITEM CODE	DESCRIPTION	PRICE
			\$
			\$
			\$
			\$
			\$
TOTAL			\$

Reason for Return/Comments _____

To arrange an exchange of your purchase you must notify us within 5 days of receipt of goods and return goods to us within 10 days of notification. Items must be returned unwashed, unused and in original packaging with tags intact and invoice included.

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) that we do not offer refunds. Goods may be returned for exchange or credit 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
			\$
			\$
			\$
			\$
			\$
TOTAL			\$

Office Use Only

Received Return Date _____ Staff Logging Return _____

Date Exchange Sent _____ Staff Logging Exchange _____