

St Marys School Shop

Order ID:

Customer Name:

Date of Exchange/Return:

Returns and Exchanges

To return an item(s) for a refund or exchange please complete this form. Place your item(s) in a bag with the form enclosed and return to either the Lower School office, Senior School office or the school shop. Your refund or exchange will then be processed. For exchanges, a new order will be created, and an email sent from the school shop when your new order is ready. We aim to process exchanges and refunds within 5 working days.

Description and size of returned item(s):	Quantity	Exchange or Refund
		E / R
		E / R
		E / R
		E / R
		E / R
		E / R

Please fill this section out for exchanges (detailed description of item(s) size, colour, style)	Quantity

If you have any questions or need further assistance, please call Jo Lowery, School Shop Manager on 01206 572 544 or email webshop@stmaryscolchester.org.uk