

PTA Uniform Service Exchange / Refund Form

All garments must be returned unworn, with tags and original packaging

Student Name		Original Order Number	
Parent Name		Date	/ /
Exchange or Refund (please circle E or R)	E	R	
Item(s) Returned	Qty	Item(s) Required	Qty
		Item(s) collected: (Signed for by pupil)	
		Date: / /	

OFFICE USE ONLY

ALL TEAMS:	Tick	Initials	Date
Returned item checked (unworn, with tags & original packaging) and put back in container			
New item (if required) given to pupil			

EXCHANGES ONLY – Wednesday Team	Tick	Initials	Date
New item entered onto TG SO __ __ __ __			
Returned item received in on TG CN __ __ __ __			

REFUNDS ONLY – Wednesday Team	Tick	Initials	Date
Returned item received in on TG CN __ __ __ __			
Email Treasurer			
Email Parent			