

# PTFA Uniform Service Exchange / Refund Form

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

Student Name		Original Order Number	
Parent Name		Date	/ /
Exchange or Refund (please circle E or R)		<b>E</b>	<b>R</b>
Item(s) Returned	Size Qty	Item(s) Required	Size Qty
<b>Total</b>		<b>Total</b>	
		Item(s) collected by:	
		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 ESwap                      SO    _ _ _ _			
Returned item received in on ESwap            CN    _ _ _ _			

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