

Please print and fill out this form completely and enclose with your return-for-exchange merchandise. Failure to do so will delay the exchange process.

## PRODUCT EXCHANGE FORM

From: Name: \_\_\_\_\_ To: Dancewear Favourites  
 Address: \_\_\_\_\_ 59 Meyer Road #08-11  
 \_\_\_\_\_ Singapore 437880  
 Email: \_\_\_\_\_  
 Original Invoice No.: \_\_\_\_\_  
 Original Invoice Date: \_\_\_\_\_

I have read and understood the Exchange Policy and hereby agree to the terms and conditions of exchange. Signature: \_\_\_\_\_

For what reason are you returning this product for exchange? Choose from the exchange codes:

| <u>Reason</u>                                      | <u>Exchange Code</u> | <u>Reshipment charges</u> |
|--|----------------------|---------------------------|
| Fit Wrong  | A                    | \$3.00                    |
| Changed Mind                                       | B                    | \$3.00                    |
| Defective or Damaged (please specify damages *)    | C                    | NIL                       |
| Invoice Correctly, Received Wrong Item/Size/Colour | D                    | NIL                       |
| Others (please specify *)                          | E                    | \$3.00                    |

| Items Returned For Exchange: |      |        |     |           |  |
|------------------------------|------|--------|-----|-----------|--|
| Product Code                 | Size | Colour | Qty | Exch Code | * Please specify damages / other reasons |
|                              |      |        |     |           |  |
|                              |      |        |     |           |  |
|                              |      |        |     |           |  |
|                              |      |        |     |           |  |

| Exchange For: (Please <b>do not</b> add additional items to exchanges. Please place a new order online.) |      |        |     |
|--|------|--------|-----|
| Product Code   | Size | Colour | Qty |
|  |      |        |     |
|  |      |        |     |
|  |      |        |     |
|  |      |        |     |

Cheque enclosed for additional charges.  
 Cheque No.: \_\_\_\_\_ Bank: \_\_\_\_\_

Ship my exchange to a different address below:

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

THANK YOU for choosing Dancewear Favourites for your dance needs!