



## EXCHANGE / RETURN / REFUND AUTHORITY FORM

Complete and return to [info@ranjit.com.fj](mailto:info@ranjit.com.fj)

Date: \_\_\_\_\_  
 First Name: \_\_\_\_\_  
 Last Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Order #: \_\_\_\_\_  
 Invoice #: \_\_\_\_\_

### PRODUCT INFORMATION

Style / Item Code	Colour	Size	Qty	Comments

### REASON FOR RETURN (please tick)

- Damaged/Faulty, please provide details       Incorrect Item Received  
 Exchange, please provide details               Other, please provide details

### OTHER DETAILS

### IMPORTANT: To be eligible for a refund or exchange:

- The exchange or refund is sought within 7 days of delivery with original receipt or proof of purchase.
- The returned product must not been worn, altered, washed or resized.
- The product is factory fault defective or damaged.

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### FOR RG DIRECT INTERNAL USE ONLY

Date Received: \_\_\_\_\_

<b>ERR#:</b>	
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- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| Good Unused?                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Proof of Purchase?                        | <input type="checkbox"/> | <input type="checkbox"/> |
| Original Packaging and Swing Tags intact? | <input type="checkbox"/> | <input type="checkbox"/> |
| EXCHANGE APPROVED:                        | <input type="checkbox"/> | <input type="checkbox"/> |
| REFUND APPROVED:                          | <input type="checkbox"/> | <input type="checkbox"/> |

Date Exchange Sent: \_\_\_\_\_

Date Refund Processed: \_\_\_\_\_

Planning Department Sign off: \_\_\_\_\_

Date: \_\_\_\_\_