

# NAVY SHOP RETURNS FORM

To help us process your exchange or return please complete this form and include it with the packaged returned goods addressed to:

Navy Shop Returns  
PO BOX 166  
FYSHWICK ACT 2609

The details required to complete the form are available on your tax invoice.

## YOUR DETAILS

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Account Number: \_\_\_\_\_ Order Number: \_\_\_\_\_ Contact Number: \_\_\_\_\_

## ITEMS BEING RETURNED

STOCK CODE	REASON FOR RETURN	QTY	SIZE	ACTION REQUIRED	
				<input type="checkbox"/> Refund	<input type="checkbox"/> Exchange

EXCHANGE DETAILS:

STOCK CODE	REASON FOR RETURN	QTY	SIZE	ACTION REQUIRED	
				<input type="checkbox"/> Refund	<input type="checkbox"/> Exchange

EXCHANGE DETAILS:

STOCK CODE	REASON FOR RETURN	QTY	SIZE	ACTION REQUIRED	
				<input type="checkbox"/> Refund	<input type="checkbox"/> Exchange

EXCHANGE DETAILS:

**Postal Returns:** Once we have received the returned goods and the above form with your details added we will process your refund in line with our refund policy. Please refer to our refund policy on [www.navyshop.com.au/returns](http://www.navyshop.com.au/returns). Please note, unless otherwise agreed by Navy Shop prior to return shipment you will be responsible for return packaging and postage.

**In-Store Returns:** You can return items purchased online to our Fyshwick store for an exchange or refund in line with our refund policy. Please bring a copy of the tax invoice that we emailed to you. Your refund will be made by the method of payment used for the purchase.

**Please note:** If you are choosing to return an item for an exchange based on colour, size or personal preference you will be liable to pay freight for the exchange item to be sent back out. This price will be quoted to you upon receipt of the return, based on preferred freight option.

If you have any questions please call us on 02 6123 2933 Monday - Friday 8:30am to 4:30pm AEST and Saturday 9:00am to 4:00pm (AEST). Or e-mail us at [sales@navyshop.com.au](mailto:sales@navyshop.com.au)



Thank you for shopping at Navy Shop.