



Returns Form

AFFIX POSTAGE
HERE

NAME:..... ORDER REF:..... TEL NO:.....

| Item SKU (Code) | Description (e.g. black skirt waist 32, length 18) | Price (Each) | Quantity |
|-----------------|--|--------------|----------|
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Returns Department
Universal Uniform
Unit V1 Kingsville Road
Kingsditch Trade Park
Cheltenham
GL51 9LX

Please note that we do not offer exchanges. Please place a new order online for replacement items.

If you would like to return any part or all of your order, you are welcome to do so within 21 days of purchase. All goods must be returned in the condition they were delivered with any tags attached and / or packaging intact.

HOW TO SEND ITEMS BACK (in 3 simple steps!)

1. Complete your returns form. You need to complete this form, ensuring that **your name, order number and a contact number** for you are written clearly. Include this in the parcel.
2. Enclose the goods (in their original condition including tags / shirt bags etc.) with the returns form in the parcel. Ensure the parcel is sealed fully (you do not need to use the bag the item arrived in).
3. Send the parcel back using the address label provided and ensure you affix the correct postage (payable by yourself) and get a proof of postage to insure your parcel against loss.

Please note that a refund will only be given providing that items are returned in their original condition. Packaging / tags must be intact and items must be unworn. As per the website, items that have been altered to your requirements are non-returnable. We will also not accept returns that smell of smoke or have pet hairs on them.

Please allow 7-10 working days from the time we receive the parcel for your refund to be processed.



www.sturdykids.co.uk

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For our full terms and conditions please visit our website