



**STATE  
SCHOOLS'  
RELIEF**

# PURCHASE RETURNS FORM

|                |
|----------------|
| Invoice Number |
|                |

|             |              |
|-------------|--------------|
| School Name | Student Name |
|             |              |

## RETURNS POLICY

1. Items must be returned within 30 days of receiving your order
2. All item/s must be unworn / unused / unwashed with original packaging and/or box
3. Please return the item/s, together with a copy of your invoice and the reason for the return or exchange (see below)
4. If you believe the item/s to be faulty, or you received the incorrect item/s, these must also be lodged within the 30-day period

Please attach the completed form with your item/s and return it to the address below. Return postage costs will need to be covered by the parent/guardian unless the item is faulty. If you believe your item/s to be faulty, please email [orders@ssr.net.au](mailto:orders@ssr.net.au) and our staff will assist you with the return and arrange for the replacement item/s. Alternatively, please call us on 03 8769 8400.

You are also welcome to return any items in person to our warehouse: 1/8 Johnston Court, Dandenong South VIC 3175

|  |  | Size/s |
|--|--|--------|
| <b>What was purchased?</b><br><i>List the item/s you are returning</i> |  |        |
| <b>Reason for return</b><br><i>Please circle</i>                       | 1. incorrect size   2. incorrect style   3. incorrect colour |        |
| <b>Replacement/s required –</b><br><i>List the item/s you need</i>     |  |        |

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| <b>State Schools' Relief</b><br><b>Attn: Inventory Returns</b><br><b>PO BOX 4528</b><br><b>DANDENONG SOUTH VIC 3164</b> |
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