

## RETURNS FORM

CUSTOMER NAME	ORDER REF	CUSTOMER REF	DATE RECEIVED (warehouse use only)

STOCK CODE	DESCRIPTION	QTY RETURNED	RETURN CODE	Please tick as applicable	
				EXCHANGE	REFUND
Reason for return codes:    A – Too Big                      B – Too Small                      C – Do Not Like Fit                      E – Do Not Like Style E – Faulty or Damaged*                      F – Poor Quality                      G – Arrived Too Late                      H – Wrong Item Received*					

\*If you have received an incorrect, faulty or damaged item, please contact us first before returning it. Please e-mail us with photos of the item in question to [sales@planetdance.com](mailto:sales@planetdance.com) along with your order number. We will then advise you what to do with the goods.

## EXCHANGE FORM

PRODUCT CODE	DESCRIPTION	COLOUR	SIZE	QTY REQUIRED

### RETURNS & EXCHANGE INSTRUCTIONS

Please ensure that your goods are eligible for return by checking our returns policy on our website.

Please complete this form and include it in the parcel being returned.

If you are returning a parcel from the UK, you can use our FREEPOST Royal Mail tracked service to return your parcel via the link on our website

For overseas customers, please visit our returns page for further details.

We'll process your return for an exchange or refund as soon as it's received in our warehouse. If you've asked for an exchange of more value than the goods returned, we will contact you to transact the additional payment.

For refunds, we'll process the amount back onto the card on which you paid and send you an email confirmation.