

Customer Name _____

Company Name (if applicable) _____

Order number: WEB- _____

Order Date: _____

Date contact made via email: _____

QTY	SKU	Reason (see code chart)	Reason for Return:
			1. Ordered wrong size
			2. Ordered wrong stock
			3. Envelopes faulty
			4. Incorrect envelopes supplied
			5. Other

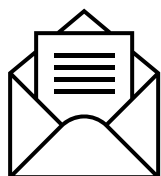
IMPORTANT INFORMATION

- All return requests must be submitted in writing within 7 days of receiving your goods.
- All returned items need to be received by Envelope Solutions Pty Ltd within 14 working days of delivery of the initial order
- Where the returned product(s) is not due to an error by Envelope Solutions, the cost of returning the product is at the customer's expense. NB: **DO NOT** opt to "Return To Sender", as fees for this will be deducted from your online credit.
- Items must be returned in "as new" condition and able to be re-sold to receive a credit.

Address all returns to:

Envelope Solutions
Attn: Anna Matilda
PO Box 3227
NUNAWADING VIC 3131

HOW TO COMPLETE A RETURN

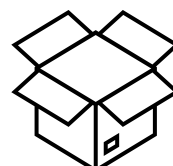


Make contact
with Envelope Solutions.

Via email. Must be within 7 days
of receipt of order



Download & fill
out this form.



Pack order & this form
for return.

Pack well so envelopes are
protected.



Send order
to Envelope Solutions.

At your cost – **DO NOT** choose
"Return To Sender"



Await notification.

We will notify you when credit has
been applied to your account.