



GARMENT RETURN / EXCHANGE FORM

Return Authorisation #

A Garment Return/Exchange Form must be completed if your garments do not fit, no longer required or require repair. This form must accompany your garment to ensure garment information is recorded correctly at ADA.

To obtain your Return Authorisation Number, please contact ADA Customer Service on **1800 010 200** prior to returning any items. Your number should be recorded on the top right-hand corner in the space provided.

- New unmarked garments will only be accepted for return or exchange within 21 days of dispatch.
- New garments must have tags intact for the item to be returned or exchanged.
- Worn or dirty items will not be credited or exchanged for health and safety reasons.
- Faulty worn items must be laundered for health and safety reasons.

Garments must be forwarded to: ADA Customer Service Department, 1 Equator Road, Thomastown, Vic 3074

Staff Details				
Surname		First Name		Male/Female
Location				
Full Delivery Address				Ph/Fax
Authorised by Purchasing Officer				Date
Reason for Return <i>(Please tick the box that best describes the reason for the return of garment/s and complete the table below)</i>				
Exchange	<input type="checkbox"/> Size (54)	<input type="checkbox"/> Garment (60)		
Wrong garment delivered	<input type="checkbox"/> Pick Error (96)	<input type="checkbox"/> Incorrectly ordered (70)		
Faulty garment	<input type="checkbox"/> Fabric (81)	<input type="checkbox"/> Manufacturing (80)		
Credit/Refund	<input type="checkbox"/> Cancelled order (99)			
Transit	<input type="checkbox"/> Lost in Transit (91)			
Other	<input type="checkbox"/> Other reasons (70) please specify			
Returned Garments				
ADA Item No.	Garment Description	Size	Qty	Reason for Return <i>(Refer to above table)</i>
Replacement Garments Required				
ADA Garment No.	Garment Description	Size	Qty	