

RETURN & EXCHANGE INSTRUCTIONS FOR Corporate Wardrobe

Garments can be returned for a size exchange or style.

1
STEP

Call the Local Government Corporate Collection number within 14 days of receipt of your order to receive an **authorisation number**. **You must receive an authorisation number before returning your garments.** When calling please have your invoice number ready as the customer service require this as a quick reference.

1300 780 459

2
STEP

Complete all details on return / exchange authorisation form.

3
STEP

Attach a copy of the delivery docket and return form to the garments for return / exchange. Garments must be in the identical condition to which they were delivered.

4
STEP

Please send all forms and returned items to the address below using the address label.

DON'T FORGET ...

Remember to attach a copy of the delivery docket received with your order. This form should then be pinned to the item you wish to exchange. Please send this form and any item to be returned to address below.

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***Local Government
Corporate Collection
Reply Paid 69345
Locked Bag 3003
Braeside VIC 3195***