# Follow the below steps to return your item.

- **1.** Package up your item in the original packaging (if applicable).
- **2.** Place the item(s) into a shipping carton or satchel
- **3.** Insert the completed form inside the parcel, along with any other documentation needed.
- **4.** Clearly mark the below address onto the parcel and take to your local Post Office (Registered shipping is recommended to be used as a form of tracking).

## GLOBAL FOOTCARE 1 Gateway Court, Coomera QLD 4209

**5.** When your parcel is received by Global Footcare, your return or exchange will be processed within 2-5 working days.

call us if you need assistance:

1300 856 226



#### www.globalfootcare.com.au

#### STEP 1 - CUSTOMER INFORMATION

CUSTOMER NAME		DAT	E		
INVOICE #	PHONE	EMAIL	EMAIL		
ADDRESS					
SUBURB	STATE	POSTCOD	POSTCODE		
STEP 2 - RETURN CODES	JRN				
1. TOO SMALL	EXCHANGE REFUND				
<ol> <li>TOO BIG</li> <li>UNSUITABLE FIT</li> <li>UNSUITABLE STYLE</li> </ol>	QTY STYLE	COLOUR	SIZE	RETURN CODE	
<ul><li>5. INCORRECT ITEM SENT</li><li>6. FAULTY</li><li>7. OTHER</li></ul>	QTY STYLE	COLOUR	SIZE	RETURN CODE	
STEP 3 - EXC	HANGE (ONLY FILL OUT	IF REQUESTING AN EXCHANGE)			
STYLE		COLOUR	SIZE	QTY	
STYLE		COLOUR	SIZE	QTY	

### **STEP 4 - ADDITIONAL COMMENTS**

If you require a full or partial refund, Global Footcare will refund your original payment method. Global Footcare is not responsible for returned items lost or damaged in transit.

The return period is 30 days from receipt of order, please call customer service for returns after this period.