



## RETURN AND EXCHANGE FORM

We will accept any unworn, unwashed, unaltered, unused goods for an exchange or refund within 14 calendar days of receiving your merchandise. Please complete this form and return by email to:

[cs@melanidimoda.co](mailto:cs@melanidimoda.co)



Our customer service representative will confirm everything with you by email or telephone before proceeding.

### Step 1 Originally Purchased by:

Order Number: \_\_\_\_\_

Phone: (        ) \_\_\_\_\_ Email Address: \_\_\_\_\_

### Please select one of the following options:

- Exchange for another item(s) (fill up Step 2 and 3)
- Send me a credit note for the amount of the refund (fill up Step 2 only)
- Request a refund for the returning item(s) (fill up Step 2 only)

### Step 2 Returns

In the form below please indicate the item(s) you are returning, including a reason code.

Reason Code

01 Defective construction	05 Ordered wrong size	07 Quality unsatisfactory
02 Wrong item shipped	06 Not as described.	Detail: _____
03 Too small	Which area? _____	_____
04 Too large	_____	08 Ordered more than 1 size

Reason Code	Item #	Color	Size	Qty.	Purchased Price

### Step 3 Exchanges \*You do not need to fill this part if you have selected to receive a credit note option.

Item #	Color	Size	Description	Qty.	Unit Price

If the total of your exchange or new order value exceeds the value of your return, we will send you an electronic invoice for payment via PayPal.