

# Item Exchange Form

## Customer Details:

|                         |  |
|-------------------------|--|
| <b>Name:</b>            |  |
| <b>Address:</b>         |  |
| <b>City:</b>            |  |
| <b>State/Province:</b>  |  |
| <b>Zip/Postal code:</b> |  |
| <b>Phone:</b>           |  |

Gold Palace Jewelers Inc.  
1546 Oak Tree Road  
Is el in, NJ  
USA  
08830  
Phone: 732-494-8411  
www.goldpalace.com

**Details of Items you wish to exchange:**      Order Number

| Date Returned | Item Number/SKU | Short Description | Quantity | Item Price          | Amount |
|---------------|-----------------|-------------------|----------|---------------------|--------|
|               |                 |                   |          |                     |        |
|               |                 |                   |          |                     |        |
|               |                 |                   |          |                     |        |
|               |                 |                   |          |                     |        |
|               |                 |                   |          |                     |        |
|               |                 |                   |          | <b>Credit-total</b> |        |

## Details of Items you want in Exchange:

| Item Number | Short Description | Quantity | Item Price | Amount |
|-------------|-------------------|----------|------------|--------|
|             |                   |          |            |        |
|             |                   |          |            |        |
|             |                   |          |            |        |
|             |                   |          |            |        |
|             |                   |          |            |        |

In case there is a difference in the amount of your original purchase and the amount of your exchange, we will call you for payment details. If the amount is less, we will deduct a 5% restocking charge and issue a credit to your original mode of payment. Please note, we may call you, if we require further information, in the rare case, when the items you order for exchange get sold and are no more in stock.

**Instructions:** Submit this form by e-mail, on the top menu, print two copies, keep one for your records and enclose one in the package you send us for exchange. If you wish to make changes to the form please use the reset button below