



## Product Return and Exchange Form

To return an item for a refund or an exchange, please follow the simple steps below:

1. Print out this page.
2. Complete the form with requested information and indicate action to be taken.
3. Enclose this form with your package and ship to:

Arch Studio Gallery

16, El.Venizelou Str N.Smyrni 17121 Athens Greece

Order Number (if Available) \_\_\_\_\_

Todays Date \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_

Note: If you do NOT have an Order Number please fill out info below:

Name: \_\_\_\_\_ Phone number: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Reason for Return: \_\_\_\_\_ I changed my mind. \_\_\_\_\_ I would like to exchange another Product  
(please indicate Item(s) for Exchange below) Other (please describe below)

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### REFUND REQUEST

A Refund will be credited to the original Method of Payment. You will receive an email with confirmation of the refund.

### EXCHANGE REQUEST

We may contact you if we have any questions or issues with your exchange. Thank you for your business! If you have any questions or comments please email us at [info@arch-studios.com](mailto:info@arch-studios.com)