**Sample Return Policy Template:**

Thank you for your purchase. We hope you are happy with your product. If, for any reason you are not completely satisfied, you may return it to us for a [full refund/exchange/store credit]. Please see information about our return policy.

**Returns**

All items must be returned in new and unused condition with the original labels or tags attached. Items must be returned within \_\_\_ days of purchase.

**Return Process**

To return an item, please drop it off at the business location where you made the purchase. Alternatively, you can drop off the item at our returns office [insert address]. If you would like to mail your return, please place the item in its original packaging and include your proof of purchase. You can mail your return to [insert address].

**Shipping Charges**

Please note, you will be responsible for all shipping charges related to the return.

**Refunds and Exchanges**

After receiving your return, we will inspect the condition of the item before processing your refund/exchange. Please allow at least \_\_\_\_ days to process your return. You will be notified by [email/telephone] when your return has been processed.

**Exceptions**

The following items cannot be returned or exchanged:

[Insert details here]

**Contact Us**

If you have any questions about our return policy, please contact us at:

[insert company information here]