

# Exchanges Policy - Version 1

## 1. Purpose

This document outlines the policy for exchanges handled by our organization.

## 2. Policy Summary

We aim to ensure all exchanges are processed efficiently. Contact [support@company.com](mailto:support@company.com) for issues or clarifications.

## 3. Exchange Criteria

Exchanges are allowed within 7 days for defective items.  
Defective items qualify for exchange within this period.

## 4. Exchange Criteria

Exchanged items must be in original, unused condition.  
Unused condition ensures items are suitable for resale.

## 5. Exchange Process

No exchanges are available for international orders.  
International orders are excluded due to shipping complexities.

## 6. Exchange Terms

Exchange requests require a receipt or proof of purchase.  
Proof of purchase verifies the original transaction.  
  
Additional fees may apply for exchanges due to price differences.  
Price differences are calculated at the time of exchange.

## 7. Summary

Condition Type	Details	Explanation
Exchanges	Exchanges are allowed within 7 days for defective items.	Defective items qualify for exchange within this period.
Exchanges	Exchanged items must be in original, unused condition.	Unused condition ensures items are suitable for resale.
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Exchanges	Exchange requests require a receipt or proof of purchase.	Proof of purchase verifies the original transaction.
Exchanges	Additional fees may apply for exchanges due to price differences.	Price differences are calculated at the time of exchange.

8. Contact

For queries, email support@company.com or call 0800-123-456 during business hours (9 AM - 5 PM, Monday to Friday).