

# Exchanges Policy - Version 6

## 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

All exchanges require proof of original purchase.  
This ensures eligibility for all exchange requests.

## 4. Exchange Criteria

Exchanges for discontinued items are limited to stock.  
Availability depends on remaining inventory.

## 5. Exchange Process

Express exchanges are available for a 10% fee.  
Fee covers faster processing and shipping.

## 6. Exchange Terms

Exchanged items must be inspected within 24 hours.  
Inspection verifies condition before restocking.  
  
No exchanges for items damaged by customer misuse.  
Misuse voids exchange eligibility.

## 7. Summary

Condition Type	Details	Explanation
Exchanges	All exchanges require proof of original purchase.	This ensures eligibility for all exchange requests.
Exchanges	Exchanges for discontinued items are limited to stock.	Availability depends on remaining inventory.
Exchanges	Express exchanges are available for a 10% fee.	Fee covers faster processing and shipping.

Condition Type	Details	Explanation
Exchanges	Exchanged items must be inspected within 24 hours.	Inspection verifies condition before restocking.
Exchanges	No exchanges for items damaged by customer misuse.	Misuse voids exchange eligibility.

8. Contact

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