Exchanges Policy - Version 5

## 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 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 digital products are not permitted.

Digital items are non-returnable due to licensing.

## 5. Exchange Process

Exchanges can be processed online with a tracking number.

Tracking ensures secure return shipment.

## 6. Exchange Terms

Partial exchanges are allowed for multi-item orders.

Partial returns adjust for unused items.

Exchanges are delayed during inventory audits.

Audits ensure accurate stock levels.

## 7. Summary

|  |  |  |
| --- | --- | --- |
| Condition Type | Details | Explanation |
| Exchanges | All exchanges require proof of original purchase. | This ensures eligibility for all exchange requests. |
| Exchanges | Exchanges for digital products are not permitted. | Digital items are non-returnable due to licensing. |
| Exchanges | Exchanges can be processed online with a tracking number. | Tracking ensures secure return shipment. |
| Exchanges | Partial exchanges are allowed for multi-item orders. | Partial returns adjust for unused items. |
| Exchanges | Exchanges are delayed during inventory audits. | Audits ensure accurate stock levels. |

## 8. Contact

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