



[www.stay-k.com](http://www.stay-k.com)

info@stay-k.com

## CANCELLATION FORM

### 1. Order information

Customer name \_\_\_\_\_

Order number \_\_\_\_\_

Order date \_\_\_\_\_

### 2. Choice of cancellation (choose appropriate)

Complete cancellation / Modification

Do you wish to modify your personal information (YES/NO)

Do you wish to modify ordered products (YES/NO)

### 3. Remove item(s)

Fill in the product's name, size and other characteristics as described on the Website, as well as the quantity of each product you wish to remove from your order and if you wish to exchange the item(s) or get a refund (if payment is made):

---

---

---

Do you wish to exchange the item(s) (YES/NO)

Do you wish to get a refund (YES/NO)

### 4. Add item(s)

Fill in the product's name, size and other characteristics as described on the Website, for the item(s) you wish to add in your order:

---

---

---

Terms: If you wish to cancel or modify an order please contact us by email as soon as possible. Fill in and include this cancellation form in the email. We will respond with all needed information. If the order is dispatched before we are contacted, it will be treated as a return.