

**TEAM APPAREL EXCHANGE SUMMARY**

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| Manager’s Name: |  |
| Team: |  |
| Mobile: |  |
| Date: |  |
| Manager’s Signature |  |

**Exchanges**

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| **Note: Managers please ensure that this form is completed clearly and concisely.** | **MESS Office** **Use Only** |
| **Order Number** | **Item Number** | **Student Name** | **Item for Exchange** | **Original Size** | **New Size** | **New Size Taken** | **Original Size Received** |
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**Also note that no exchanges of apparel items will be done without items that are required for exchange.**

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| **Exchanges collected from MESS Office** |
| Team Manager’s Signature: |  |
| Date: |  |