

Date:

RETURNS FORM

Please remember that it is the responsibility of the customer to ensure the goods are packaged for transport. Insufficient packaging resulting in the product being damaged will be the responsibility of the customer. PLEASE ENCLOSE YOUR RETURNS FORM ALONG WITH YOUR RETURNED ITEM - DO NOT GIVE TO THE DRIVER.

Item Description	Return Qty	No of boxes	Reason Code (see below)

- Reason for return codes**
- 1 - Changed my mind
 - 2 - Wrong item ordered
 - 3 - Wrong item sent
 - 4 - Arrived damaged (please explain in comments box)
 - 5 - Defective (please explain in comments box)

Comments:

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Billing Name & Address Details:

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ORDER NUMBER:

WAREHOUSE USE ONLY

Staff Name:

Date:

In restocking condition? Yes No If not why?

Item has minor damage Yes No If yes, was it as described above

Item needs part replacing Yes No If yes what

THIS FORM MUST BE RETURNED TO THE CALL CENTRE WHEN COMPLETE

STOCK REFUND DUE IMAGE RET TO CUSTOMER

INSPECTION DISPOSE/SALVAGE SUPPLIER

PROCESSED BY: