



# Returns Form

PLEASE FILL OUT THIS FORM IN BLOCK CAPITALS  
(EXCEPT EMAIL ADDRESSES) WITH BLACK INK.

Your Information

Customer Code:

Date:  /  /

Name:

Authorisation Code:

Product Information

Part No.	Product Description	Qty.	Reason For Return	Action	Invoice Number

Please Note

1. It is mandatory to include the invoice number with all returned goods.
2. Returned goods must be in the same condition as sent and in original packaging.
3. All returned goods must be sent back recorded delivery within 14 days of receipt.
4. Responsibility on non delivery of returned items rest with the sender.
5. Any damaged goods should be reported immediately by phone.
6. 15% restocking fee will be charged on returned goods that were supplied correctly.
7. No credit on returned goods sold under special terms - End of line/discontinued, Promotion or Special Order items.

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CUT OUT AND ATTACH TO PACKAGE



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 Burnley,  
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