



Unit 7
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Order no:

Date received:

Name:

Address:

Delivery address
(if different):

Contact telephone:

Email:

Item	Code	Price	Reason for returning	Action to be taken	Notes

KEY - Reason for returning:

- 1 – Incorrect item sent**
- 2 – Item damaged** (please specify in 'Notes')
- 3 – Item faulty** (please specify in 'Notes')
- 4 – Changed mind**
- 5 – Not as expected** (please specify in 'Notes')
- 6 – Other** (please specify in 'Notes')

Action to be taken:

- A – Refund**
- B – Repair**
- C – Exchange** (please specify instructions in 'Notes': we will get in touch if any follow-up information is needed)

Please post to the address above within 7 working days of receiving the items