



RETURNS FORM

All returns must have the completed Returns Request form enclosed with the goods - please do not write on the packaging of the product as this may incur a handling charge.
 An RMA number must be obtained for faulty goods.

Customer Name:	
Original Order no / Invoice No:	
Contact Name & Number:	
Email Address	

Quantity	Product Code	Product Description	Reason Code:
RMA for faulty goods (Please call office)			

Return Reason Codes (Record Appropriate Number in the Reason Code column above)

- | | |
|----------------------------------------------------------------------------------|---------------------------------|
| 1. Incorrect product / qty ordered | 5. Damaged in transit |
| 2. Surplus | 6. Duplicated order |
| 3. Faulty product ((You must obtain an RMA number before returning faulty goods) | 7. Delivery date not met |
| 4. Incorrect product received | 8. Other (please specify) _____ |