

# Returns Form



## Customer Details

Name:  
Address:

Date:

Tel:

Email:

## Order Details

Order Number:

Date of Purchase:

Item Description:

Colour:

Size:

## Reasons for return (tick appropriate box)

☐ **Unsuitable** Please ensure that all labels and tags are included.

Comments:

☐ **Faulty or Damaged** - Due to Health & Safety Guidelines we will only accept goods in a clean and hygienic condition. Goods which are excessively soiled will be returned to sender at your expense.

Describe fault:

## Action Required (tick appropriate box)

☐ **Refund**

☐ **Exchange\*** For purchases **under £75.01 we will require a £5.00 cheque** payable to S R Cunningham or call 015394 32636 to pay by debit/ credit card over the phone. For international orders the charge will vary – please contact us.

Replace with:

Colour:

Size:

## For Office Use

Received By  
Date

Actioned By  
Date

Completed By  
Date

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