

CUSTOMER RETURNS FORM



Customer Name / Address:

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Contact Name:

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Email Address:

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Order Information:

Your Order No:

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Ehrco Delivery Ref:

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Other Ref:

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Returns Procedure

Please complete the form and email a copy to sales@ehrcoltd.uk
 Returns will not be accepted without prior notification. If a refund is required, an email will be sent to you, after the goods have been received and inspected. This email will state the amount which will be credited.

Item Code	Description	Qty Returned	Return Code	Comments

Return Code:

Supplied Incorrectly i.e. Qty / Type	R1	Ordered Incorrectly	R4
Faulty or Damaged	R2	Other (Please state reason)	R5
No longer required	R3		

Other (Please state reason)

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