

ABC: RETURNS FORM

PROCEDURE

- 1) Complete the customer section below. Do not leave any boxes blank
- 2) Faulty goods must be returned with the 12 month guarantee period
- 2) ABC will examine your description and may contact you to discuss the problem
- 3) Enter the returns number you have been given, enclose this form with the goods you are returning
- 4) Ensure the goods are well packaged and protected then write the returns number clearly on the outside of the package and return to ABC within 21 days

**Returns Numbers are *only* valid for 21 days from the date of issue
Goods returned without the Returns number will be refused delivery or disposed of**

Name			
Address			
Email Address			
Telephone Number			
Invoice No	RC	Product Code	
Reason For Return			
Signature			
Date		RETURNS NUMBER	

ABC USE ONLY

Processed By		Date	
Fault Diagnosis			
Refund	Replace	No Fault Found	Rejected
			Disposal

HOW TO RETURN YOUR PRODUCT

- 1) Contact our Sales Dept on 0845 872 2044. Please have your invoice details and product number ready or a Returns number cannot be issued. Faulty goods to be returned within the 12 months warranty
- 2) Package the goods in suitable packaging and mark the outer box clearly with your RETURNS number