SP SERVICES (UK) LTD

International Supplier of Medical, First Aid, Paramedic and Emergency Rescue Equipment

(+44) 01952 288 999 www.spservices.co.uk

CUSTOMER RETURNS FORM

If you wish to return an item purchased with us please call or email for a returns authorisation number or fill in this form and fax it back to our Customer Service Department on **01952 606 112.**

Please note:- On receipt of your fax, a Customer Service Operator will contact you to discuss the return.

Account Name:	Address:
Contact Name & Position: Contact Telephone Number:	Post Code:

Original Invoice / Order No:	Description:
SP Product Code:	
Date of Return:	Quantity:

Reason for Product being Returned
Please tick the relevant box, stating reason where applicable

Operator Authorisation:- Name:
Date:

Damaged (full description of damage)		Repair of goods (please state reason)	
No longer required		Invoiced incorrectly	
Invoiced correctly, incorrect goods received		Ordered incorrectly	
Incorrect order received		Not required	
Not suitable (please state reason)		Other	

Please indicate below the action you require to be taken:
(If you are returning your goods for repair there is no need to complete this)

Replacement Order Placed* Yes/No Credit Note Number

*If you require a replacement order please confirm your requirements in the Customer Comments box below

CUSTOMER COMMENTS

N.B. NO GOODS TO BE RETURNED UNTIL YOU HAVE BEEN CONTACTED BY A CUSTOMER SERVICE OPERATOR

For office use only:
Method of Collection:
Parcel Force: City Link: Other / Please State:

Returned to stock: Returned to supplier: Credit processed: Re-order placed:

Summary of any investigation / Comments:

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