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 Number:	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)	
Invoiced incorrectly		No longer required †	
Invoiced correctly, incorrect goods received		Ordered incorrectly †	
Incorrect order received		Not required †	
Other		Not suitable (please state reason)	

† Please note if the item(s) are no longer required, ordered incorrectly or no exchange is required a restocking fee will be applied in line with our terms and conditions.

Customers signature ..... Date .....

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:

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

Summary of any investigation / Comments:

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