

valve

& process solutions

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Returns Form

Please remember to fill in all the details on the Returns Form. It is especially important to complete your customer details and order number, so we can process your return – without this information there may be a delay in processing any refund/replacement.

Customer Name: <hr/> Customer Address: <hr/> <hr/> <hr/> <hr/> <hr/> Postcode: _____ Telephone No: _____ Order No: _____	Product Code <small>(on original invoice)</small>	Product Description	Quantity Returned	Return Code <small>If faulty, please state why in the Comments Box</small>	Action Required <small>(please tick)</small>	
					Refund	Replace

Faulty Return Comments:

Return Codes:

1. Faulty	3. Late Delivery	5. Wrong Quantity	7. Other (Please Specify in Comments)
2. Damaged	4. Wrong Product	6. Changed Mind	