

## CUSTOMER RETURNS FORM

### Customer Name / Address:

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Contact Name:

.....

Email Address:

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### Order Information:

Your Order No:

.....

Ehrco Delivery Ref:

.....

Other Ref:

.....

.....

### Returns Procedure

Please complete the form and email a copy to [sales@ehrcoltd.uk](mailto: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	<b>R1</b>	Ordered Incorrectly	<b>R4</b>
Faulty or Damaged	<b>R2</b>	Other (Please state reason)	<b>R5</b>
No longer required	<b>R3</b>		

Other (Please state reason)