**CUSTOMER RETURNS FORM**



## NAME / COMPANY NAME:…………………………………………………………

**ACCOUNT NUMBER:…………………………………………………..**

**DATE OF RETURN: ……………………………………….**

### Please return your items within 30 days of receipt and follow the steps below:

1. **Fill in this returns form including your invoice number, part number/s, quantity and return code:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INVOICE** | **PART NUMBER** | **QUANTITY** | **RETURN CODE/S** | **NSU**  (office use only) |
| **SI/** |  |  |  |  |
| **SI/** |  |  |  |  |
| **SI/** |  |  |  |  |
| **SI/** |  |  |  |  |
| **SI/** |  |  |  |  |
|  |  |  |  |  |

### RETURN CODES – Please select the appropriate return code:

**RETURN CODE NOTES / PLEASE GIVE CREDIT NUMBER:**

|  |  |  |
| --- | --- | --- |
| **1 - Wrong part sent** | **5 - Part no longer needed** |  |
| **2 - Wrong part ordered** | **6 - Damaged or faulty** |  |
| **3 - Wrong quantity sent** | **7 - Exchange or surcharge** |  |
| **4 - Wrong quantity ordered** | **8 - Other (please specify)** |  |

1. **Please read:**

* All items must be returned within 30 days and in its original unworn/ unused condition with labels attached
* We will not be held responsible for delays if the returns form is incomplete or missing information
* Keep your postage receipt until you have been fully refunded in case your return gets lost
* We do not offer free returns, so the return address label below is not pre-paid
* Returns can take up to 30 days, and there may be handling fees

### Package the items, enclose this completed form and cut along the dotted line to use the address for your package:

Please contact our Sales Team should you need any assistance with your return [sales@ahspares.co.uk](mailto:sales@ahspares.co.uk)

### International Customers MUST state the following to avoid paying unnecessary charges

**Add ‘RETURNED GOODS UNDER WARRANTY NO DUTY’ and include our returns code CPC 61 23 F01**

### ………………………………………………………………………………………………………………………………………………………………………………………………….

**RETURNS A H SPARES UNITS 7 & 8 WESTFIELD ROAD**

**KINETON ROAD INDUSTRIAL ESTATE SOUTHAM**

**CV47 0JH (GB)**