 **CUSTOMER RETURNS FORM**

**NAME / COMPANY NAME:……………………………………………………………**

 **CUSTOMER CODE:………………………………………………….**

 **DATE OF RETURN: ……………..…………**

1. **Please return your items within 30 days of receipt and follow the steps below:**
2. **Fill in this returns form including your invoice number, part number/s, quantity and return code:**
3. **RETURN CODES – Please select the appropriate return code.**
4. **If Return Code 6 is used, please give an explanation of damage / fault in Return Code Notes section.**

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

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

|  |
| --- |
| **RETURN CODE NOTES:** |

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

**6. 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

**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)**