

SP&S Returns & Exchange Form

Name		Order No.	
Address		Invoice No.	
		Receipt Attached	
Postcode	Tel No.	Yes	No

Date				
Quantity	Item No.	Description	Reason Code	Exchange / Return

- Return Reason Codes**
- | | |
|-------------------------------|--|
| 1. Incorrect quantity ordered | 6. Customer not satisfied (please state) |
| 2. Incorrect item ordered | 7. Damaged in shipping |
| 3. Incorrect size ordered | 8. Duplicate Order |
| 4. Incorrect goods received | 9. Other (please state) |
| 5. No longer required | |

Please Exchange For:

Quantity	Item No.	Description	Unit Price	Total Price

Any other comments