



# GOODS RETURN FORM

Before returning any item(s) it is important that you email a copy of this form to [info@groupscs.co.uk](mailto:info@groupscs.co.uk) You will then receive a reference number along with instructions on how to return goods.

List all items being returned individually using relevant reason codes (key below).

Please complete all sections, including serial numbers where relevant.

<b>Company Name:</b>		<b>Account Number:</b>	
<b>Address:</b>			
<b>Contact Name:</b>			
<b>Contact Number:</b>			
<b>Email:</b>			
<b>Your Web Order or PO Number:</b>			

[illegible]

\*Please use a separate sheet for additional items.

<b>Total Number of Items:</b>	
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Reason Codes
A: Damaged Goods
B: Incorrect Goods (unopened and returned within 30 days of delivery)
C: Not Required (unopened and returned within 30 days of delivery)
D: Faulty Goods Within Warranty Period

**Please note** faulty goods returned within the warranty period will be tested by the manufacturer and may incur a charge if found not faulty or damaged due to improper use

*Please retain this form for your records.*

<b>For internal use:</b>	<b>Return Number:</b>
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