

# RETURNS NOTE

Prior to any returns an RTN number must be obtained from our office.  
Any item not displaying a valid RTN number will not be accepted and  
will be returned to sender.



RETURNS NUMBER	
DATE	
CUSTOMER NAME	
ADDRESS	
	POST CODE
CONTACT NAME (IN FULL)	
CONTACT NUMBER	
CONTACT EMAIL FOR QUOTES / RETURNS REPORTS	
ITEM DESCRIPTION	
FAULT / REASON FOR RETURN	
CUSTOMER REFERENCE OR RETURN NOTE NUMBER	
RETURN ADDRESS (IF DIFFERENT FROM ABOVE)	
	POST CODE
ADDITIONAL ITEMS INCLUDED	

SIGNATURE
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NAME
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WARRANTY	<b>YES / NO</b>	DELETE AS APPROPRIATE
IF <b>YES</b> - PROOF OF PURCHASE REQUIRED		

## RETURNS CHECKLIST

COMPLETED RETURNS FORM  ORIGINAL UNALTERED ITEM

STURDY PACKING BOX

Full details of our returns and repairs service can be found on our website: [www.hvac-spares.co.uk](http://www.hvac-spares.co.uk)

PLEASE RETURN GOODS TO: Unit M3, Topholme, Lincoln, Lincolnshire, LN3 5TP 01522 404204
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