

ABC: RETURNS FORM

PROCEDURE

- 1) Complete the customer section below. Do not leave any boxes blank
- 2) Faulty goods must be returned with the 12 month guarantee period
- 3) ABC will examine your description and may contact you to discuss the problem
- 4) Enter the returns number you have been given, enclose this form with the goods you are returning
- 5) Ensure the goods are well packaged and protected then write the returns number clearly on the outside of the package and return to ABC within 21 days

**Return Material Authorisation Numbers (RMA) are only valid for 21 days from the date of issue
Goods returned without the Returns number will be refused delivery or disposed of**

Name		
Address		
Email		
Telephone		
Order No	#	
Reason For Return		
Signature		
Date		RMA

ABC USE ONLY

Processed By		Date	
Fault Diagnosis			
Refund	Replace	No Fault Found	Rejected Disposal