

GOODS RETURN FORM

(Please complete, include with returns and send to our Cranfield address below)

CUSTOMER INFORMATION	
Name: _____	Account No. (if known): _____
Company: _____	
Address 1: _____	
Address 2: _____	
Town: _____	Postcode: _____
Phone No: _____	Email: _____

ITEMS RETURNED	Order Date: 	Order No/Our Ref:
Qty	Stock Code	Description

REASON FOR RETURN (tick all that apply)
<input type="checkbox"/> Returned within 28 days for refund
<input type="checkbox"/> Returned for repair under warranty
<input type="checkbox"/> Damaged
<input type="checkbox"/> Wrong item ordered
<input type="checkbox"/> Item sent was not ordered
<input type="checkbox"/> Returned for credit
<input type="checkbox"/> Other (please state): _____

ACTION REQUESTED
<input type="checkbox"/> Credit
<input type="checkbox"/> Exchange (may incur additional postage)
<input type="checkbox"/> Refund
<input type="checkbox"/> Repair
<input type="checkbox"/> Other (please state): _____

COMMENTS: _____

Further copies of this form and our returns policy, see www.pooleys.com/returns-policy

If using a tracked service, please add: **"Delivery between 08:30 & 17:00, Mon-Fri only"**

Please return items to: (in original packing, if possible):

Pooleys Flight Equipment Ltd
Returns Department
Millfield Close, off Mill Road
Cranfield
Bedfordshire
MK43 0JF
United Kingdom

OFFICE USE ONLY:
Date received: _____