|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Your Details -** |  |  |  |  |  |
| **Order date** | **WEB or Invoice Number** | **Todays Date** |  |  |  |
|  |  |  |  |  |  |
| **Customer Name** | **Address** | **Contact Number** |  | **Return** | **Reason** |
|  |  |  |  | **Code** |  |
|  |  |  |  | 1 | Faulty item |
|  |  |  |  | 2 | Damaged item |
|  |  |  |  | 3 | Ordered in error |
|  |  |  |  | 4 | Size issue |
|  |  |  |  | 5 | Not working |
| **Order Details -** |  |  |  |  |  |
| **Product Code** | **Item Description & QTY** | **Refund** | **Exchange** | **Return** |  |
|  |  | **(Tick)** | **(Tick)** | **Code** |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Any Comments -** |  |  |  |  |  |
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|  |  |  |  |  |  |
| **The returns are your responsibility until we receive them back for inspection, please include a** | | |  |  |  |
| **copy of the original invoice in the original package.** | |  |  |  |  |
|  |  |  |  |  |  |
| **Artero information only** | **Warranty (Tick)** | **Chargeable (Tick)** | **Date Rec'd** |  |  |
|  |  |  |  |  |  |