

Returns Form



PLEASE FULLY COMPLETE THIS FORM

RETURNING AN ITEM TO PROFESSIONAL GROOMING SUPPLIES

Your unwanted item(s) must be unused, undamaged and repackaged in its original undamaged product packaging and returned to us with this form **filled out in full**. Returns sent without this form or with the form only partly completed can result in a delay with the return process. Please note that you are also responsible for the postage for the return parcel.

We strongly recommend you send it recorded delivery. Please retain your tracking number until the item has been delivered back to us.

Your Details:

Order Date	Order Number	Today's Date
Customer Name	First Line of Address	Town/City
Post Code	Telephone No.	

Order Details:

Product Code	Item Description	Price on Invoice	Refund (Tick this box)	Return (Tick this box)	Return Reason Code

Please send me the following replacement items

Product Code	Item Description	Qty	Price	Total

Returns Reason Code	
1	Wrong Size
2	Wrong Item Received
3	Ordered Wrong Product
4	No Longer Required

Return to:

Returns Department
Professional Grooming Supplies Limited
Unit 3 Apollo Court
Vulcan Way
Coalville
Leicestershire
LE67 3FD

PLEASE NOTE THAT WHEN SENDING A RETURN, THE PARCEL IS YOUR RESPONSIBILITY UNTIL IT REACHES US