

Returns Note

Order No: 0034 _ _ _ _ _

Account Ref: _ _ _ _ _

Items may be returned within 14 days of receipt in their original packaging. This document **must** accompany the return. Delivery charges will be fully refunded if the return is found to be the responsibility of Connect 2 Cleanrooms. If the order has been placed in error a 25% restocking charge will apply (see Returns Policy on our website for further explanation). For larger items to be returned (pallets), please e mail returns@connect2cleanrooms.com for guidance.

Customer Contact _____

Telephone _____

Company Name _____

Date of Return ____ / ____ / ____

Reason Code	Reason
1	Additional size ordered (for fitting)
2	Duplicate order received
3	Goods are damaged
4	Goods are defective
5	Goods are missing parts
6	Goods arrived late
7	Goods haven't arrived
8	Goods sent with <3 months use left
9	Returning for calibration
10	Wrong goods ordered
11	Wrong goods sent
12	Wrong quantity ordered
13	Wrong quantity sent

Item Code	Quantity	Reason Code
KS2(Example)	3	6
Number of boxes returned		

Your account will be credited within 7 days of the return arriving in our warehouse, subject to approval.
Please return your items to the address below:

----- (please fold below) -----

Connect 2 Cleanrooms Ltd
 FAO: Returns
 Riverside House
 Forge Lane
 Halton
 Lancaster
 Lancashire, UK
 LA2 6RH