

WORK IN STYLE LTD

RETURNS FORM

CUSTOMER NAME

TELEPHONE NUMBER

EMAIL ADDRESS

ACCOUNT CODE/ORDER NUMBER

ADDRESS (including Post Code)

GRN number

RETURN DETAILS

QUANTITY	SIZE	CODE	COLOUR	RETURN CODE	EXCHANGE FOR/COMMENTS

Exchange/Refund Codes : **R** - refund, **F** - faulty item, **X** - exchange

Returns Policy :

1. Exchanges will only be made for same value items.
2. Goods to be returned in resalable condition with original packaging & labels attached.
3. Returns will only be accepted up to 28 days after despatch date.
4. You must call the office on 0161 477 4438 or emails sales@workinstyle.com to obtain a GRN.
5. Any items not following the above policy will be returned to you and will not be credited
6. Please complete the form as fully as possible as this will help speed up the processing your return.

PLEASE SEND YOUR RETURNS WITH THIS FORM TO THE FOLLOWING ADDRESS :

**RETURNS DEPT
WORK IN STYLE LTD
HUNTER HOUSE
HOLLOWAY DRIVE
WARDLEY IND ESTATE
WORSLEY
MANCHESTER
M28 2LA**

For office use

Account Number	
Invoice Ref	
Credit Note	
Date Received	
Checked By	