

Goods Returns Form

Professional Building Supplies Ltd

Notes:

You can return any items within 28 days of your purchase for a full refund (excluding any carriage charges). All returned items must be unused and in saleable condition. You should include a copy of your original purchase invoice.

Should you wish to exchange returned items for alternative products, please call us on 01206 867500. Please note that you will be responsible for any additional carriage charges.

If you have any questions regarding our returns policy please call us on 01206 867500 or email us at sales@profbuild.co.uk

Sending your goods back:

For small items we recommend Royal Mail Parcel Post. Please ensure you obtain proof of postage in case there is a problem with your return. For larger items we can arrange collection by carrier. Please contact us on 01206 867500 to arrange this. Please note that you will be responsible for the carriage charge, which must be paid before the collection can be arranged.

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PLEASE COMPLETE ALL SECTIONS TO AVOID ANY DELAY IN PROCESSING YOUR REFUND

Your Name:	Item Code	Item Description	QTY Returned	Reason for Return
Address:				
Post Code:				
Tel:				
Order no:				

Please add any other comments here:

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AFFIX POSTAGE HERE

**PROFESSIONAL BUILDING SUPPLIES LTD
8 CONDER WAY
COLCHESTER
ESSEX
CO2 8JN**

Senders Details:
