



DISTRIBUTION

Date:

Order no.

CUSTOMER NAME:

RETURNS NOTE

Article No/ Description:	Colour:	Size:	Quantity:	Order/Invoice Ref:
Reason For Return:				

Here at ProJob Distribution/Nexus we would like to make returning goods as easy as possible. We cannot stress enough the importance of returning any items with the correct information such as the order number and sender's information. Failure to do so will result in delays with the return process and therefore a delay in any credits due. Please find enclosed a returns form; please complete this form when returning any items as this will help in the returns process. We would also like customers to contact us via telephone or email to inform us of any forthcoming returns, this will enable us to arrange any credit due more speedily. Please remember to check all sizing & quantities before print and/or embroidery as no credit will be allowed for worn, decorated or processed garments. All sales are final. The company does not trade on a Sale or Return Basis. Returns may be accepted subject to the following:

- If goods have been sent incorrectly please ring our office on +44 (0)161 820 1316 within five working days to arrange a collection and re-ship.
- Faulty goods must be returned within seven working days of supply with the fault clearly indicated and without defacing the garment
- Returns will only be accepted by prior arrangement. You should ring or email the office (sales@nexusincentives.com) with a list of the goods to be returned. Please fill out this form and put back into the box that will be returned.
- Please note, with exception of faulty goods and miss ships, ProJob/Nexus will use its discretion whether or not to accept goods for return. In any event, no goods will be accepted for return later than one month after supply.
- Samples are returnable and must be returned within 30 days in all original packaging, labels and in an unworn state.
- A minimum of 15% handling and administration fee will be applied to all goods returned, unless faulty. This does not apply to samples.
- All garments must be returned in original, undamaged packaging. Failure to do so will result in the goods being refused.
- Under no circumstances whatsoever will soiled goods be accepted, these will be returned to you at your cost.

THANK YOU FOR YOUR CO-OPERATION

PROJOB/NEXUS • UNIT 4, STILTZ BUILDING • LEDSON ROAD • MANCHESTER M23 9GP

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