

## How to return something to us

If for any reason you wish to return anything to us, you may do so within 30 days from the date of delivery.

How to return item/s to us:

1. Unless they are faulty, garments must be returned in perfect condition (unworn and undamaged) and where possible in their original packaging with tags attached.
2. Shortened ladies trousers, special or branded garments cannot be returned.
3. Fill in details of the item/s below.

**A Delivery Note, Sales Order or Invoice number must be quoted for the return to be processed.**

4. Fill in details of any exchange items you would like us to send you.

Please ensure you send your returns securely – we advise that you obtain a proof of postage or consider using a ‘sign for’ service, as we cannot be held responsible for goods lost in transit.

## Return Information

<b>COMPANY</b>		<b>ACCOUNT NO</b>	
<b>DELIVERY NOTE NO</b>		<b>SALES ORDER NO</b>	<b>INVOICE NO</b>
<b>CONTACT NO</b>	<b>EMAIL ADDRESS</b>		

## Items Returning

STYLE CODE	DESCRIPTION	COLOUR	SIZE	QTY	REASON

**REASON KEY: NS-Not Suitable WS-Wrong Size WC-Wrong Colour SA-Sample F-Faulty EX-Exchange**

## Exchange Request

STYLE CODE	DESCRIPTION	COLOUR	SIZE	QTY

**Please return items to:**

First Corporate Clothing Ltd, Units 2 – 5 Llewellyns Quay – The Docks – Port Talbot – SA13 1RF  
Phone: 01639 899008 [www.firstcorporateuk.com](http://www.firstcorporateuk.com)