



Goods Return Form



Before returning any item(s) it is important that you email a copy of this form to enquiries@easivent.co.uk. You will then receive a reference number along with instructions on how to return goods.

List all items being returned individually using relevant reason codes (key below).

Please complete all sections, including serial numbers where relevant.

Company Name:		Account Number:	
Address:			
Contact Name:			
Contact Number:			
Email:			
Your Returns Reference (if required):			

Product Code	Serial Number	Item Description	Reason Code	Description of Fault (If relevant)

*Please use a separate sheet for additional items

Total Number of Items	
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Reason Codes	
A) Damaged Goods	B) Incorrect Goods
C) Not Required (Please give explanation)	

Please retain this form for your records.

For internal use

Return Number: