

RETURNS FORM

Please complete this form, and send it with the relevant products to:

Topline-Ballroom
20 Midland Road
Thrapston
Northamptonshire
ENGLAND
NN14 4JR

Telephone: 01832 735181 Email: info@topline-ballroom.com

Notes on Completing This Form

Only faulty goods are exchanged free of charge. If you wish to exchange an item for a different item, please fill in your details below. We do make a charge to cover the cost of postage and packing to send exchanged items to yourself. Please ensure a **Receipt of Posting** is obtained from the Post Office when returning this parcel. We regret that we cannot be held responsible for returned goods, lost in post. To speed the process of exchanges/refunds please send us an email stating that you are returning your goods for a refund. Or if an exchange for which style, size so we can check whether we have your new item in stock and if so to put it by for you.

Name: _____

Address: _____

Postcode: _____

Telephone: _____

Email: _____

Order No: _____

Please give details of the item(s) you wish to **RETURN**:

DESCRIPTION	STYLE NO	FABRIC/COLOUR	REASON FOR RETURN

If you wish to **EXCHANGE** the returned items(s) please give details below:

DESCRIPTION	STYLE NO	QTY	FABRIC/COLOUR	PRICE

**FOR EXCHANGE COSTS OR REFUNDS IF YOU DO NOT WISH FOR US
TO USE THE SAME CARD DETAILS AS YOUR ORIGINAL ORDER**

PLEASE ENTER YOUR CARD DETAILS BELOW

If quoting Switch, please include Issue No/Start date.

PLEASE CREDIT / DEBIT CARD NUMBER

EXPIRY DATE

START DATE/ ISSUE NO

CARDHOLDER SIGNATURE

TODAY'S DATE