



RETURNS FORM

This form is for new unused items only. If you have been sent the wrong item or it is faulty, please contact us prior to returning your order.

- 1) Complete Section 1 and 2 in full. **We will be unable to process your return without an order number.**
 - 2) Detach the address section and stick it to the front of your parcel. Add your order number in the box in the bottom right corner. Enclose the rest of this form inside your parcel.
 - 3) Repackage the goods into the original packaging or a suitable alternative. You must return them in the same condition they were received in.
 - 4) Take the parcel to a Post Office or for a cheaper alternative use www.parcel2go.com who can collect from your address
 - 5) Please retain proof of posting until a refund has been received. We recommend using a tracked service. As we cannot be held responsible if your item never makes it back to us.
 - 6) We aim to process all returns within 14 working days of receipt. It may take longer during busy periods. We will email you confirmation, so please only contact us if you have not had an email 14 days after your tracking confirms delivery.
- WE CANNOT PROCESS EXCHANGES SO IF YOU WOULD LIKE AN ALTERNATIVE SIZE, PLEASE ORDER IT ON OUR WEBSITE**

SECTION 1 Please complete BOTH boxes - we can't process your return without the order number

ORDER NUMBER	YOUR NAME

SECTION 2 Enter the item(s) you are returning and the reason for doing so. An example is given.

ITEM CODE & DESCRIPTION	SKU	QTY	REASON CODE
<i>e.g. BC Brass Unswitched Lampholder</i>	<i>90251</i>	<i>1</i>	<i>A</i>

Reason Codes			
A Wrong Size or Colour	B Not liked	C Changed Mind	D Other

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RETURNS DEPARTMENT

Lampspares

Unit 3 Brookside Business Park

Brookside Avenue

Rustington

BN16 3LP

POSTAGE
REQUIRED

ORDER NUMBER
