

## Return Request Form

All goods may be returned subject to authorisation and compliance with Guardtech Cleanrooms Limited's [Guardware Returns Policy](#).

Please email the completed form to [guardware@guardtech.com](mailto:guardware@guardtech.com) for your request to be considered.

<b>Guardware PO Reference:</b>		<b>Contact Telephone No:</b>	
<b>Company Name</b>			
<b>Collection Address if applicable</b>			
<b>Contact Name</b>		<b>Contact Email</b>	
<b>Date of Returns Application</b>		<b>Original Delivery Date of Goods Received</b>	
<b>Reason For Returning</b>			
Quality event (Internal NCR to be raised)			Y
Wrong goods ordered – based on specification			Y
Wrong goods received			Y
Goods arrived damaged in transit			Y
Faulty/defective goods			Y
Missing parts or accessories			Y
Not as described / incorrect specification			Y
Ordered by mistake / incorrect item ordered			Y
Item no longer required			Y
Duplicate order			Y
Delivered late / outside required timeframe			Y
Wrong size / dimensions don't fit			Y
Better alternative found elsewhere			Y

Items Code – Description	Quantity	Value £/€

Place **Additional Comments** below to help support your request. Please also include add any additional documents or photographs if applicable.

**Office Use Only\***

<b>Returns Request has been accepted</b>				
Authorised By		Date:		
Returns Reference No		Good Uplift Required	Y/N	
<b>Returns Request Rejected</b>				
Authorised By		Date		

If your return has been authorised, please ensure that the above returns reference number is attached to the outer packaging and quoted on all relevant paperwork. This is to ensure that all receipts and refunds are processed in a timely manner.

Your account will be credited within 30 days of the return arriving at our depot and subject to approval that all terms & conditions have been met.

All products must be returned in their original packaging unless otherwise agreed.

**Returns Address:**

To be confirmed by a member of the Guardware team.