

Farm View Works
4a Sheffield Road
Hackenthorpe
Sheffield
S12 4LT

T: 0114 221 9617 F: 0114 281 1455

E: customerservice@muddyfaces.co.uk

## **Returns Form**

## FOR FAULTY OR DAMAGED ITEMS, PLEASE CONTACT US FIRST.

Please complete

INVOICE NO/ACCOUNT NO	CUSTOMER NAME	
ORGANISATION	ADDRESS	
CONTACT TEL NO	EMAIL	

Qty	Product Code	Description	Reason code	Reason for Return
				1. Change of mind
				2. Faulty
				3. Doesn't fit properly
				4. Incorrect item received
				5. Parcel damaged on arrival

## 28 days return

You can return any item for a refund within 28 days of receiving your order, as long as it is in a resaleable condition.

Returns are made at your cost. Simply return your order to us via any service that offers proof of postage. We recommend that you use a tracked service, as the goods are your responsibility until they reach our warehouse.

## How to return to us

Print this form and ensure all sections are complete.

Place the completed form inside your parcel to be returned. We recommend using your delivery packaging.

Send your parcel to our returns address (above). We recommend you use a tracked service and keep your proof of postage.

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