

Customer Returns/Discrepancies Form

Please complete the form in full and fax to Swift Business Solutions on 01922 743134

Swift must be informed of any delivery discrepancies within two working days after receipt of products. Swift must be informed of any returns claims within seven working days after receipt of products. All products to be collected must be in undamaged packaging and in a re-saleable condition upon receipt by Swift. Swift reserve the right to administer a handling charge or reject return claims after inspection of products. All goods authorised for return must be made available for collection within three working days. All fields on this form must be completed in full in order to enable us to process your request. All products that are categorised as 'specials' will be non-returnable.

Your Details			
Your Name:			
Your Company Name:			
Your Telephone Number:			
Your Fax Number:			
Your Email Address:			
Delivery Details			
Today's Date:			
Your Original Order Number:			
Our Order (SORD) Number:			
Our Delivery Note (SDEL) Number:			
Original Delivery Date:			
Collection Details			
Collection Address:			
Credit Address (if different from above):			
Product Code:			
Product Description			
Quantity for Return:			
Reason For Return			
Incorrect Product Ordered		Damaged Product Received	
Incorrect Product Received		Incorrect Quantity Received	
Product Not Required		Other ***	
*** Please give full details:			