

## RETURN or EXCHANGE FORM

Please complete this form and enclose it with the items you wish to return.

### DELIVERY DISCREPANCIES MUST BE NOTIFIED WITHIN 7 DAYS OF RECEIPT

All goods must be returned within 21 days of receipt in a new and unused condition. All original packaging must be enclosed and all labels attached.

**ORDER REFERENCE NUMBER:** \_\_\_\_\_ (Top left of delivery note)

#### CARDHOLDER DETAILS:

Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Address: \_\_\_\_\_

#### RETURNED GOODS

DEPT.	STYLE	COLOUR CODE	SIZE	DESCRIPTION	REASON

#### Reason for return

1. Too big 2. Too small 3. Too long 4. Too short 5. Unsuited 6. Not as expected 7. Wrong item sent 8. Faulty

Comments \_\_\_\_\_

#### GOODS REQUIRED IN EXCHANGE

DEPT.	STYLE	COLOUR CODE	SIZE	DESCRIPTION	REASON

#### DELIVERY DETAILS FOR EXCHANGED ITEMS:

Delivery Name: \_\_\_\_\_ Delivery Telephone No: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

**Ellis Brigham Ltd**  
**PO Box 491**  
**SALFORD**  
**M5 0AE**

All items can be exchanged or returned free of charge by visiting any of our nationwide stores. For courier or posted returns, the cost of carriage must be paid by you, unless the item is damaged or faulty. We recommend using an insured carrier as we cannot be held responsible for returned goods lost or damaged in transit. We offer a collection service from UK addresses for £8, please call 0800 035 6483 for more info and to arrange.

**Phone:** 0800 035 6483

**Email:** mail.order@ellis-brigham.com

**This is not a pre-paid label.**

**Postage must be paid.**

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