



ATV City
 Eleven Mile Lane
 Wymondham, Norfolk
 NR18 9JL
 01953 609 999

PARTS RETURN FORM

Returns must be received back at ATV City within 14 days of the original delivery date.

| | |
|-------------------|--|
| Company Name: | |
| Date: | |
| Shipping Address: | |
| Telephone: | |
| Date: | |

| Reason For Return (Tick box next to relevant code) | | |
|--|---|------|
| Code | Description | Tick |
| NR | Not Required | |
| F | Faulty Part Received (Please Describe Fault Here) | |
| W | Wrong Part Received | |
| D | Damaged Parts Received | |
| C | Customer Cancelled | |
| O | Ordered Wrong Part | |
| X | Other (Please State Here) | |

| Parts To be Returned | | |
|----------------------|-----------------------|-----|
| Part Number | Description of Return | QTY |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

- Please make sure you fill out and return the parts return form. No credit can be given unless a copy of the completed form is enclosed with the parts being returned. To speed up the credit process it is advised you attach a copy of your invoice you received with the products.
- The company reserves the right to charge a handling fee for any goods returned by the customer as surplus to requirement or as otherwise ordered incorrectly by the customer. The fee will be 15% of the invoice value of the refunded goods.
- The customer is responsible for ensuring all goods are returned undamaged in their original packaging and packed inside another box for return postage.
- If freight was not charged due to going over "carriage paid entitlement" on the original invoice and returning of goods reduces invoice total to below the carriage paid threshold amount, the freight total from original order will be charged or taken off the value of the crediting parts.
- ATV City will not be liable for costs incurred for postage. No warranty is offered on CDI units due to the nature of their use.

Signed: _____ Date: _____

Name: _____ Invoice Number/Date: _____

01953 609999
www.atvcity.co.uk