LEATHER BRIEFCASE SHOP.CO.UK

Leather Briefcase Shop (Returns)
Farfield Chesham Road Tring HP23 6JD UK

RETURNS FORM

Please return your purchase to us within 14 days in its original condition with all packaging for a refund or exchange. If you have any queries relating to your order please email us at: **info@leatherbriefcaseshop.co.uk**

A Items Returned | **Your original order no:**

Product Code (Returned Item)	Description / Size	Reason for Return	Action (see box)	Price
		Total - items returned		

Action	Code
Exchange	1
Replace (faulty)	2
Refund	3
Credit note	4

B Exchange Orders or Additional Items Ordered

Product Code	Product Description	Qty	Item price	Total Price
		Total - items ordered		

You are responsible for any returned goods until they reach our warehouse and we strongly recommend that you obtain proof of posting.

We regret that postage packing and insurance are direct costs and cannot be refunded unless item is faulty.

HOW DO I RETURN AN ITEM?

1. **Returning an item** - Please complete details of all items being returned on the form above (Box A). Please state reason for return - this valuable information helps improve our range in the future seasons.
2. Exchanging items or ordering additional items - Please complete details of any items you wish us to send you in exchange for the items returned or any additional items you wish to order (Box B).
3. Credit/Payment details - We will process any refunds by the same payment method as the original order. Please include a credit card number if you are paying any additional items.

PAYMENT DETAILS

☐ World Pay ☐ Cheque

☐ Visa ☐ Mastercard ☐ Delta Connect ☐ Switch ☐ Cheque enclosed

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Expiry date: / Issue No: Valid from date: /

Signature:

YOUR COMMENTS