



Please find attached your Returns Label.

Please complete your Business Details in **BLOCK CAPITALS** and complete the blank fields with the code number of the products, the quantity you are returning and the reason for return. **You must put this inside the Packing Box** along with the Products that you are returning or this may delay any Credit. Please ensure that the Returns Form is signed as Returns will not be accepted unsigned.

**YOU MUST PUT ANY BOXES INSIDE A PACKING BOX TO PREVENT DAMAGE AS WE WILL ONLY ACCEPT RE-SALEABLE PRODUCTS.**

**WE ARE UNABLE TO ACCEPT RETURNS OF BOXES OF WHICH ANY PRODUCTS HAVE BEEN USED, OF PART USED ROLLS OR WHICH ARE NOT INSIDE THEIR ORIGINAL BOXES AND HAVE BEEN WRAPPED TO PREVENT DAMAGE IN TRANSIT.**

If you do not have use of a regular courier we would recommend either dropping off at The Post Office (for parcels under 2kg) or for collections:

[www.parcel2go.com](http://www.parcel2go.com)

who are very competitively priced.

All returns are subject to Restocking Fees as follows:

Items returned up to 28 days.....	15%*
Items returned after 28 days.....	30%*

**\*Returns are subject to a minimum charge of £6.99**

**All returns are subject to the Terms & Conditions available on our Website, a copy of which is available on request.**

**YOUR COMPANY DETAILS**

<b>COMPANY NAME</b>	
<b>ADDRESS 1</b>	
<b>ADDRESS 2</b>	
<b>ADDRESS 3</b>	
<b>TOWN</b>	
<b>POSTCODE</b>	
<b>TELEPHONE NUMBER</b>	
<b>INVOICE NUMBER</b>	

**RETURNED PRODUCT DETAILS**

<b>PRODUCT CODE</b>	<b>QUANTITY</b>

**REASON FOR RETURN (MARK X)**

<b>INCORRECT ITEM ORDERED</b>	
<b>INCORRECT ITEM SENT</b>	
<b>DEFECTIVE PRODUCT</b>	
<b>NO LONGER REQUIRED</b>	
<b>EXCESS STOCK</b>	

I CONFIRM THAT I AM AUTHORISED BY THE COMPANY TO MAKE THIS RETURN AND THAT I AGREE WITH MR PAPER'S TERMS AND CONDITIONS FOR RETURNS.

SIGNED\* .....

YOUR NAME\* .....

**\* UNSIGNED / UNAUTHORISED RETURNS WILL NOT BE ACCEPTED AND WILL BE RETURNED AT YOUR COST.**

MR PAPER LTD

UNIT 14

DREWITT INDUSTRIAL ESTATE

865 RINGWOOD ROAD

BOURNEMOUTH

BH11 8LW

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