

# PRODUCT RETURNS NOTE

<b>Customer Name :</b>	
<b>Tel No / Email :</b>	
<b>Our Ref :</b>	<b>SD</b>
<b>Order :</b>	<b>OR</b>
<b>Receipt Date :</b>	

**Return Code Number:**

Code	Reason for Return
<b>1</b>	Poor Quality / Faulty Item
<b>2</b>	Damaged Item
<b>3</b>	Unwanted Item
<b>4</b>	Incorrect Item

Product Code	Qty	Return Code	Please insert a tick in the relevant box below to tell us how you would like your return resolved...		
			Refund :	Replacement :	
			Refund :	Replacement :	
			Refund :	Replacement :	
			Refund :	Replacement :	
			Refund :	Replacement :	
			Refund :	Replacement :	
			Refund :	Replacement :	

**Instructions :**

- 1.** Complete all the information in the **Product Returns Note** above.
- 2.** Pack the items you wish to return and include this Product Returns Note in with the packaging.
- 3.** Send your package/parcel to the address below.

Should you have any questions regarding your return, please email [returns@jacksonsart.co.uk](mailto:returns@jacksonsart.co.uk) or speak to our returns department on **01452 689749**

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**RETURNS DEPARTMENT  
 JACKSON'S ART SUPPLIES  
 UNIT J, EDISON CLOSE  
 WATERWELLS BUSINESS PARK  
 GLOUCESTER, GL2 2FN**