

# WARRANTY CLAIM



	Your reference (optional) :
	Date:
	Customer number:
	Company:
	Address:
	Contact person:
	E-mail:

<b>WARRANTY NUMBER:</b>	(Section reserved for ETS Leclercq SA)
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## !!ATTENTION: ONE item number for each claim!!

Item	
ELG Reference	Original reference:
Detailed description of the claim:	
	Number of parcels: .....parcels

(Section reserved for ETS Leclercq SA)

<input type="checkbox"/> <b>Accepted</b>	<b>Reason(s):</b>
<input type="checkbox"/> <b>Refused</b>	

**Procedure to be followed:**

1. We must be informed of warranty claims beforehand, with the use of this form, duly completed.
2. Please fax this document to +32 4 387 95 98 or by e-mail to: [purchases@leclercq-belgium.com](mailto:purchases@leclercq-belgium.com).
3. You will receive a return confirmation by fax or e-mail listing the items under warranty that you can return to us.
4. A return label showing the document number allocated to the warranty will be enclosed in your package with a following order or sent by post. This **must** be affixed to the parcel to be returned to us at your cost or through one of our representatives.
5. After receipt of the items and return confirmation, our assessment and the procedure we will be taking will follow.

**ATTENTION:**

- **All fields in this form must be completed so that your claim can be taken into consideration**
- **Items sent without the return confirmation will be retained for 1 month and then they will be destroyed.**
- **The warranty will only be processed if the purchase was made a maximum of 1 year before (extension to the deadline on presentation of proof of fitting).**