



RETURN REQUEST

Your reference (optional):

Date:

Customer number:

Company:

Contact person:

Fax number:

E-mail:

Please complete this form.

Then fax it to +32 4 387 95 98 or send by e-mail to purchases@leclercq-belgium.com.

Please send your returns with our confirmation only so that the numbered label can be affixed to your parcel(s).

Number Of Parcels :

.....Parcels

RETURN NUMBER:

(Section reserved for ETS Leclercq)

Items		What is the reason for the return? (Please tick ONE reason per item)							Sections reserved for ETS Leclercq SA	
ELG reference	Original reference	Over delivery	Late delivery	Not ordered	Received damaged	Fault/ incomplete	Ordered and not collected *	Returnable	Accepted or refused?	Reason

* -10%

Procedure to be carried out:

- All fields in this form must be completed so that your claim can be taken into consideration. Only fully completed returns requests will be processed.
- Only items that can be sold as 100% new regarding composition and packaging will be accepted and credited, with the exception of items received damaged following carriage.
- Items must be returned within 30 days from the purchase date, after this deadline the return will be refused.
- Items sent without the return confirmation will be retained for 1 month and then they will be destroyed.
- ATTENTION: items ordered expressly for the customer will not be accepted for return in any case.