Redemptorist PUBLICATIONS
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# RETURNS FORM

Our returns policy can be found at www.rpbooks.co.uk. Please complete details of the books being returned. Our *Product Number* is quoted on the original invoice or simply leave blank if you do not know it. Please do not return dated material and ensure all products are in mint condition. Pack as well as possible and enclose a copy of this note with your returns. Use more than one form if required. The appropriate credit will be passed to your account in due course.

**Customer Name:**…….. **Customer Number:**……..

**Address:**……..

…… **Postcode:**……

**Tel No:**…… **email:**…… **Date:**……

| Qty | RP Code | Title | Invoice No | Price | Return Code |
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Return Codes:

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|---|---|---|
| 01 Received Damaged | 05 Incorrect Title Sent | 09 Sale or Return |
| 02 Manufacturing Fault | 06 Arrived Too Late | 10 Auto Supply Return |
| 03 Goods Not Ordered | 07 Wrong Title Ordered | 11 Duplicate Order |
| 04 Too Many Copies Sent | 08 Order Cancelled | 12 Other (please specify) |

**For Office Use Only.**

Return Authorised By:…… Date:……..

Credit Note issued By:…… Date:……..