

## RETURNS

### Step 1: Arrange Collection

I (customer number: CO \_\_\_\_\_ ) would like to return the following products to London Bio Packaging:

Invoice Number	Item Code	Item Description	Number of Cases

### From this address:

Contact: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode: \_\_\_\_\_

Collections usually take place between 3pm and 4pm. Please advise the date that would be suitable for you: \_\_\_\_\_

If the goods are not available at this time, a failed collection charge of **£14.98** will be invoiced to your account.

The following charges will be applicable to all collections: **£14.98 collection fee** and a **restocking fee (15% of the value of the goods excluding VAT)**.

### Step 2: Proof of Collection

Drivers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Instructions:

- **Step 1: Please complete this form and return to [orders@londonbiopackaging.com](mailto:orders@londonbiopackaging.com) or fax to 0207 471 3729 to request a collection. Please note that a collection will not be arranged unless this form is fully completed**
- **Step 2: Please ask the driver to sign this form and return to London Bio Packaging so that we can issue your credit. Please may you also sign the form to confirm that the collection has been made**

\*Please note that goods are only able to be returned within 28 days of delivery

\*\* Goods can only be returned if the case is complete and outer packaging is undamaged