

Return Merchandise Authorization Form



WETROOMSDESIGN®
everything flows

Include filled RMA form to returned package.

Customer Service

Phone: 017 0927 3601

www.wetroomsdesign.co.uk

RMA Steps: 1. Fill out white background fields of the form completely
2. Prepare a copy of the sales invoice(s) for defective good(s)
3. Email or fax per above and include printed RMA form to return package

For Office Use Only	Company Name:
	Order reference:
RMA Number:	Postcode:
Date RMA Issued:	City:
Processed By:	Requested By:
Item Returned: Yes / No	Email:
Date Received:	Phone:

Quantity	Description	Reason Code	Credit, Replace or Repair?

Return Reason Codes	Comments / Special Instructions
<p>Record appropriate number in the "Reason Code" column above.</p> <ol style="list-style-type: none"> 1. Wrong quantity received 2. Wrong merchandise received 3. Damaged in shipping 4. Duplicate order 5. Product defective 6. Customer not satisfied 7. Incorrect item ordered 8. Incorrect quantity ordered 9. Other 	

If items need to be returned, please ship to the address below after receiving an RMA number:	For Office Use Only
Wetrooms Design Ltd Unit 5 Stadium Court, Parkgate, Rotherham, South Yorkshire, S62 6EW Contact Person: Adam Phone: 017 0927 3601 Receiving Hours: 9am - 5pm	Credit Issued: Yes No Credit Amount: Transaction Number: Date Issued: Issued By: Comments:

Note* Please, take a picture of the item(s) being returned and keep the image(s) until your refund has been processed. This will ensure you will avoid any damage dispute with the courier and guarantee your refund is processed as quickly as possible.