



## Returns Form

### Return Address:

Friday Media Retail Returns Dpt  
C/o Friday Ad Ltd  
London Road, Sayers Common,  
West Sussex BN6 9HS

Please complete all the fields below in order for us to process your return. All account information can be found on your Delivery Note that came with your original parcel.

Delivery Date:	
Account Number:	
Internal Order Number:	
Account Name:	
Account Address: (not delivery address)	
Contact Telephone Number:	
Email Address:	

### Details of Items Returned

Please use appropriate Reason Code for Return:

1. Size Issue | 2. Damaged/Faulty | 3. Incorrect Item Received | 4. Product Not As Expected | 5. Ordered Multiples For Choice  
6. Other: \_\_\_\_\_

Please use appropriate Action Code indicating the response you would like from us:

1. Refund | 2. Credit Note

Code	Description	Quantity Returning	Reason Code	Action Code

**Additional Information:** (Please provide any additional information that may help us to process your return)

If you wish to return an item to us you can do so by sending the parcel back using a method of your choice or use the provided returns label for a small fee of £5 (UK Mainland returns only). £5 will be deducted from your refund amount.

If you wish to exchange an item please return your original order and place a new order for the replacement item