

CUSTOMER RETURN REQUEST FORM

1. EMAIL RETURN REQUEST

Complete this Return Request form and email it to returns@mpmoran.co.uk

2. AWAIT AN EMAIL FROM OUR MP MORAN RETURNS TEAM

They will send you a **authorisation number** which you should add to your Return Request

3. POST ITEMS

Include the RETURN REQUEST form and fill in the **authorisation number** to:

Returns, MP Moran & Sons Ltd, 1 Merchant Way, Watford, WD25 8FA

ORDER DATE :

ORDER NUMBER :

INVOICE ADDRESS :

AUTHORISATION NUMBER :

ORDER LINE NUMBER	QUANTITY	PRODUCT CODE	DESCRIPTION	REASON CODE	EXCHANGE PRODUCT CODE

Please note that any returned items should be sent via a signed for delivery service and you should retain your proof of postage.

MP Moran is not responsible for any parcels lost or damaged.

REASON CODES

- 092** I've ordered the wrong goods
- 06** Wrong goods dispatched
- 07** Goods received faulty/damaged
- 09** Goods not needed
- 99** Other