

Jon Richard

Returns form

Please follow the instructions below:

- Repackage the goods into their original packaging.
- Complete the form, detach part 1 and enclose with your parcel.
- Affix the free post returns label in Part 2 to the outside of your parcel.
- Take the parcel to the Post Office and obtain a proof of postage.

Part 1

Name	
Order Ref	
Order Date	

Product Ref	Size	Reason For Return	Qty	Price
Total				

Returns label

Affix the returns label to the outside of your parcel.

Part 2

From:					JON RICHARD LTD WEB RETURNS DEPT UNIT F1, ENNIS CLOSE ROUNDTORN IND. ESTATE MANCHESTER M23 9WL		ROYAL MAIL RETURN POSTAGE PAID LICENCE No. 218021PR
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Part 3

Your receipt

Keep it for your records and ensure that you obtain a proof of postage from the Post Office.

Product Ref	Size	Reason	Qty	Price
Total				

Order Ref	
Receipt for parcel	
Signature of Post Office	
Date	