



Michelsberg Returns Form

How to Return Goods

- Please complete this form and enclose in your delivery.
- Wrap your item(s) in their original packaging with labels intact.
- Obtain a proof of postage and have adequate insurance cover.

Send your package back to: Michelsberg Tailoring 15 Queen Square, Leeds, LS2 8AJ

Name	
Address	
Post Code	
Contact Number	
Date	

Please give your main reason for return in the 'Reason' box below, using one of these reason codes:

- | | |
|--|---|
| <p>A Size bigger than expected</p> <p>B Size smaller than expected</p> <p>C Fit</p> <p>D Quality below Expectation</p> | <p>F Wrong Goods Sent</p> <p>G Arrived too late</p> <p>H Colour not as shown</p> <p>E Damaged</p> |
|--|---|

Invoice Date	Invoice Number	Qty	Item Description	Price	Reason Code <i>(see above)</i>

We want you to be utterly delighted with everything you buy from Michelsberg. To help us ensure that the problem does not happen again, please give full details of your reason for returning the item(s). This is particularly important for damaged / faulty items.

Reason Code	Item	Full Details
E - Damaged		
J - Faulty		