

**Unit 202
Stonehouse Business Park
Stonehouse
Gloucestershire
GL10 3UT
United Kingdom
Telephone: (0800) 280 2280**

RMA Number:

Contact: sales@ipoffice-direct.co.uk

Please complete the following information and email the form back to us.
Please ensure the outside of the box you are returning to us is clearly marked with the RMA number that you have been issued with on at least two sides of the box, and is addressed to the above delivery point.

Your Details:

Company Name:	
Company Address:	
Telephone:	Fax:
E-mail:	Contact Name:
Your Ref / PO No:	

Product Details:

Description	Serial Number	Reason for Return / Fault

IMPORTANT NOTES:

1. If the returned product has been contaminated during use, details of the nature of the contamination must be provided. Failure to provide this information may result in the product not being processed.
2. No claims for damage or discrepancies will be considered unless we have been notified in writing within 3 days of receipt of goods.
3. All repairs and repair services will be completed in accordance with our standard terms and conditions, a copy of which is available on our web site.