

# Returns Form

Please fully complete this form



## RETURNING AN ITEM TO CHRISTIES DIRECT.

Simply re-package the item the way you received it and return it in the post with this form filled out in full. This helps our team to process your return as quickly as possible for you. Returns sent without this form, or with the form only partly completed can make the process hard for us and slow down the speed of your return being completed. You are also responsible for the postage for the return parcel.

We strongly recommend you send it recorded post. Please retain your tracking number until the item has been delivered. If you are returning your item the postage will only be refunded if the item is faulty, or if a mistake has been made by us. Please include a proof of postage when possible

### Your Details:

Order Date	Order Number	Today's Date
Customer Name	First line of address	Town / City
	Post code	Telephone number

### Order Details:

Product Code	Item Description	Price on Invoice	Refund (Tick this box)	Exchange (Tick this box)	Return Reason Code

### Please send me the following replacement items

Product Code	Item Description	QTY	Price	Total

Returns Reason codes	
1	Faulty item
2	Poor quality
3	Wrong item received
4	Damaged item
5	Ordered wrong product
6	Arrived too late
7	No longer required
8	Wrong size
9	Looks different to website image

### Return to:

Returns Dept.  
16 Finvoy Road  
Ballymoney  
Co. Antrim  
BT53 7JE

PLEASE NOTE THAT WHEN SENDING A RETURN, THE PARCEL IS YOUR RESPONSIBILITY UNTIL IT REACHES US.