Returns Form (Pre-authorised)

Insignia

This form should only be used in conjunction with a pre-authorisation ticket number issued from customer services.
Please contact: https://support.insigniashowers.com and submit a ticket request.

Customer Name / Address: ____________________________________ ____________________________________ ____________________________________ ____________________ Postcode: ____________	Contact Number: ____________________________________ Order Number: __________________________ **Customer Service Ticket Number:** ____________

Want to return an item?

Please complete the form and return it with the items using the pre-printed returns label attached. All Postal charges are at the cost of the customer and we recommend using registered post. If an exchange or replacement is required this will be sent upon receipt of the original part. If for any reason the item(s) are out of stock, the item(s) will be placed on back order or a refund will be issued. If refund is required an email will be sent to confirm the refund has taken place, please allow up to 10 working days after the email date for the funds to appear in your account. Please note we will only refund using the original Payment method used (i.e. Credit card / PayPal / bank transfer)

Product Code	Item Description	Quantity returned	Return Code	Comments

Reason for return codes: **A** = Exchange required, **B** = Product not required, **C** = Item is faulty, **D** = Product was not ordered

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Affix to the front of your return parcel

CUSTOMER RETURNS

Insignia
9a Deans Road
Old Wolverton
Milton Keynes
Buckinghamshire
MK12 5NA

Postage Required

Order Number: