



## "goods received damaged" form

If your order arrived damaged, please call us on 03330 160 000 as soon as possible. We only have 3 days from delivery to take up issues with couriers

**We apologise for your order arriving damaged. Please bear with us and we will do our best to put it right for you.**

Please complete all the details on this form and sign the declaration so that we can process your return as efficiently as possible.

### step 1

Your Order Number:

Your Name:

Your Post Code:

### step 3

## Return Declaration

We apologise for your order arriving damaged but please bear with us. We will put it right for you. Could you now please check, tick and sign this declaration? If you cannot tick all the boxes or have any problems, please call **Customer Services** on **03330 160 000**.

I contacted Customer Services as soon as I received and checked my order:

I confirm that this return is unused and packaged suitable for return:

I confirm that the order was received damaged:

Please **sign** and **date** below to confirm you are happy with all the details on this form:

signature       dd/mm/yy



## step 2

Please add the item(s) being returned and any notes here that may help us to identify any damage or problems that you haven't already explained to our Customer Services Team:

### NEED HELP?

Visit [www.completecareshop.co.uk/returns](http://www.completecareshop.co.uk/returns) or call Customer Services on 03330 160 000

Lastly, please fold along the two dotted lines so only this panel is visible. Attach to your return using clear sticky tape with this returns address face-up.

Please return this package to:

Urgent Returns  
Returns  
**completecareshop**  
330 Four Oaks Rd  
Walton Summit Centre  
Preston  
PR5 8AP

