Ajenno Designs

Customer Exchange Form

Name: .....

Address: .....

.....

Telephone: .....

Email: .....

Date Received: .....

Order / Invoice No: .....

Item(s) to be Returned	Price Paid	Which item(s) would you like in exchange? (Please detail item name and code)*	Price
Total		**Total**	

*** All exchanges must be of equal value or more than the original price paid.**

What to do next:

PLEASE NOTE: AJENNO DESIGNS CANNOT BE HELD RESPONSIBLE FOR ANY MISSING ITEMS ONCE THE ITEM HAS BEEN DELIVERED TO YOU. THEREFORE, WE RECOMMEND YOU CARRY OUT THESE TASKS TO ENSURE A SAFE RETURN.

1. Place this completed form and the item you wish to return in a secure envelope.
2. To insure your item we recommend you return your parcel to us via Royal Mail Next Day Special Delivery, however Royal Mail First Class Recorded will be sufficient. All return postage costs are the responsibility of the customer.
3. Once we receive the returned item your replacement item will be sent out within two working days.

Ajenno Designs, 78 Elmdale Road, Bristol, BS3 3JD info@ajenno.co.uk 07825 409 162