

## RETURNS FORM

This form must be completed and sent back with any returned items.  
If you have any questions regarding completing this form please call us on **1300 309 881** and we can assist you.

Name

Today's date

Company or Organisation (optional)

Your invoice number

Phone number

Invoice date

Address

Product code

Detailed description of the problem and/or reason for return (Please do not just write "Faulty")

Please tick, is the product being returned for:

Warranty replacement/repair

Return for refund as per 30 day  
money back guarantee

Return for inspection

### HK Calibrations internal use only

Date received

Date resolved

Replacement sent to customer

Fault details/other information

Course of action

Outcome