

In order to expedite the processing of your RMA number, please fill out this form and email to [returns@cqr.co.uk](mailto:returns@cqr.co.uk). Once your return request form has been processed, we will return the form to you with a Return Merchandise Authorisation Number (RMA) via e-mail. This form **MUST** accompany the returned product(s)

## Customer Information

**Company Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
**Your Ref Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

## Product and Return Information

<i>QTY</i>	<i>PART NUMBER</i>	<i>REASON FOR RETURN</i>	<i>DESCRIPTION OF FAULT</i>

- CQR will not accept any products returned without an RMA number.
- All fields are required to be completed.
- Please also be aware CQR will charge a minimum 10% handling charge on any non-faulty goods returned.
- A handling charge of 25% will be charged for all products returned as unwanted
- CQR Returns Policy is available on our web site [www.cqr.co.uk](http://www.cqr.co.uk)

Your RMA number is

### CQR Internal use ONLY

Area Sales Manager  
Agreed Return Sign-off

Internal  
Contact