

EQUIPMENT RETURNS FORM

Company Name	
Contact Name	
Address 1	
Address 2	
Post Code	
E-Mail Address	

Telephone		Facsimile	
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Please note that there is not a defined period for phones to be repaired and returned. The normal timescale is up to 14 working days

Handset Make	
IMEI	
Date Received	

Accessories Returned:

Battery Charger?	
Memory Card?	
Manual?	
Data Cable?	
Other? (please specify)	

Detailed Description of Fault:

For office use only:

Date received	
Action taken	
Account manager	
Internal handler	
Charge to client	

- 21C reserve the right to charge an administration and handling fee of £30.00 + vat unless otherwise agreed with your account manager