



Please complete following steps

1. Complete all details on the returns form below for each item you are returning. (Please see codes below)
2. Provide as many comments as you can. Your comments are really useful, as they help us improve our customer service.
3. Provide a daytime telephone number and email address, should we need to get in touch.

Please send your items to

London Graphic Centre Limited,
LGC Online Returns, 16-18 Shelton Street, Covent Garden,
London WC2H 9JL

Returns can be made in a number of ways

Collection

If you would like us to arrange for your return to be collected, please contact us at info@londongraphics.co.uk or on 020 7759 4500. Please note: handling charges may apply.

Post

If you return your order by post, we recommend that you return the goods by registered post or obtain a certificate of postage so that you have proof of postage, as we cannot be held responsible for any parcels going missing during transit. Please return the goods with this returns form attached to the address above.

Exchange

If you wish to replace any items on your order, please contact us at info@londongraphics.co.uk or on 020 7759 4500 with full details of your order and our customer services team will be happy to provide full information on how to do this. This does not affect your statutory rights.

YOUR DETAILS

Full name: _____ Telephone: _____
 Order Number: _____ Email: _____

RETURNS FORM

PRODUCT CODE	PRODUCT DESCRIPTION	QUANTITY	UNIT PRICE	REASON CODE*	REFUND (Y/N)

***Reason Code**

Please give the main reason for your return in the 'Reason Code' space above, using the code below:

1. Item has arrived damaged
2. Item not as expected/shown on website
3. Wrong item sent
4. Item has arrived faulty
5. Dissatisfied with quality
6. Changed mind/no longer need

If there is another reason, or you would like to expand further, please do so here: