

JCR (Leeds) LTD – Returns Authorisation Form

Please complete this form in full before returning any goods to JCR (Leeds) LTD.

No returns can be processed without an authorised **Returns Authorisation Number (RAN)** issued by our team.

Once complete, email a copy of this form to **info@jcr-leeds.com** and await confirmation before shipping your return.

1. Customer Details

Field	Information
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Name	
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Company Name (if applicable)	
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Order Number	
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Invoice Number	
-----------------------	--

Date of Purchase	
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Email Address	
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Contact Number	
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2. Product Details

Field	Information
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**Part Name /
Description**

**Part Number (if
known)**

Quantity

Condition of Product ☐ Unused ☐ Fitted ☐ Damaged ☐ Other:

3. Reason for Return

Please select one of the following and provide details below:

- ☐ Incorrect item supplied
- ☐ Item faulty or damaged
- ☐ Ordered in error / no longer required
- ☐ Other (please specify): _____

Description of issue:

4. Return Authorisation

- You must obtain a **Returns Authorisation Number (RAN)** before sending goods back.
- Please wait for confirmation and instructions before dispatching your return.
- The RAN is valid for **one calendar month** from the date issued.

Returns Authorisation Number (RAN): _____

Issued by JCR Representative: _____

Date of Issue: _____

5. Return Address (to be confirmed upon approval)

The return address will be confirmed once your RAN is issued, as some returns may need to be sent directly to a supplier or distributor facility.

Do not ship any items before receiving written authorisation.

6. Declaration

I confirm that the above information is correct and that I have read and understood the **JCR (Leeds) LTD Returns Policy**.

I understand that unauthorised or used items may not be eligible for refund or replacement.

Customer Signature: _____

Date: _____

Checklist Before Returning

- ☐ RAN number received and written on the parcel
- ☐ Copy of invoice enclosed
- ☐ Product in original packaging
- ☐ Product unused and complete
- ☐ Return sent via tracked, insured service

Email the completed form to:

 info@jcr-leeds.com

 **0113 260 9065**