

Francotyp—Postalia Ltd  
74 Questor,  
Powdermill Lane  
Dartford  
Kent

# Ink Returns Form



**Before returning Inks, please apply for a return authorisation / call number from our customer support centre**

<b>Authorisation / call number:</b> <small>Supplied by our customer support centre / website</small>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>No. of inks being returned:</b>	<input type="text"/> <input type="text"/>
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Company Name	<input type="text"/>		
Address	<input type="text"/>		
	Postcode	<input type="text"/>	
Your contact name	<input type="text"/>	Your contact number <small>Including STD code</small>	<input type="text"/>
Email address:	<input type="text"/>	Your account number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**Disclaimer**  
By downloading / completing this returns form, I acknowledge that I will return my ink cartridge for testing to FP Mailing and if the ink cartridge is found to be NOT faulty, I will accept the charges for the replacement that was sent to me plus the return of the non-faulty item (unless found to be empty in which case it will be recycled). I also accept that if the cartridge is found not to be faulty and the machine is later found to be faulty the charges will still apply. I accept that if I have not returned the faulty item within 2 weeks, I will automatically be charged for the replacement goods at FP 's current rates or if I return the form & faulty ink without obtaining an authorised call number from FP Mailing's Customer Support Centre, may result in my item being recycled. I also accept that if the cartridge is not returned via post the cartridge will be recycled and I will be charged for the replacement sent to me.

Signed & authorised signatory of the above

Position within the organisation

Date

**PLEASE NOTE: FP will NOT accept responsibility for items that are lost in the post or transit, therefore we recommend that you return items to us via a traceable service**

**OFFICE USE ONLY**

The ink cartridge/s was/were tested and found to be:	Value excluding VAT £	<input type="text"/>
Faulty <input type="checkbox"/>	Invoice Required	<input type="checkbox"/>
NOT Faulty <input type="checkbox"/>	Internal Account No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Cartridge empty <input type="checkbox"/>	Date actioned	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Authorised FP signatory <input type="text"/>		
Position within FP <input type="text"/>		
Customer support action taken <input type="checkbox"/>	Accounts action taken	<input type="checkbox"/>

Version; v 1.3

**Please include this form with the item that you are returning to us, failure to do so may result in your item being recycled**