

## THE TRAINING SPACE RETURN AND EXCHANGE FORM

ORDER DETAILS	
Name:	
Order number:	Delivery postcode:

Would you like to (please circle one)

RETURN

EXCHANGE

QUANTITY	PRODUCT NAME	RETURN REASON CODE	REPLACEMENT/EXCHANGE ITEM

**Return reason code**

(1) Ordered by mistake      (2) Changed my mind  
 (3) Arrived damaged        (4) Exchange product

### RETURN AND EXCHANGE TERMS

We are happy to offer exchanges and refunds on all items returned within 28 days of receipt of order. We can only provide refunds or exchange items that are unused and in original packaging/condition. Please note, we are unable to exchange or provide refunds on:

1. Downloadable products or software
2. Items that have been opened and are not in their original packaging/condition

**To return/exchange:** Please package your items safely and use the original order packaging where possible. Print out, complete and include **the return and exchange form** in your package. Please post your item(s) to the below address, we recommend using a tracked postal service. Once the item(s) have been received and checked, we will be able to provide a full refund or exchange.

Unit 3 Arcadia Park  
 Wheelhouse Road  
 Rugeley  
 Staffordshire  
 WS15 1UZ