

Goods Return Form



Date:	Please return all goods to: Starlight Exhibitions, Unit 5, Griffin Centre, Staines Road, Feltham, Middlesex, TW14 0HS
Client Name:	
Contact:	
Return Address:	
Tel:	
Fax:	
Email:	Please note: A copy of this form must be enclosed with your returned goods. Please allow up to 22 working days for NQA repairs to Instand.

Type of goods being returned:

Return of Hire or Storage: <input type="checkbox"/>	Hardware in need of repair: <input type="checkbox"/> Graphics in need of repair: <input type="checkbox"/>	Delivery of Exhibition Equipment for Show Service: <input type="checkbox"/>
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	Qty	Code	Explanation of fault
Frames			
Struts			
Cases			
Lights			
Fabric Panels			
Graphic Panels			
Misc			

Additional Information:

Job number:

Attention for (Name):

Office Use Only

Corrective Action Report received <input type="checkbox"/>	Remedial Action Agreed by Head of Production/Design & Graphics <input type="checkbox"/>
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Frame serial number:	Date sent to Factory	Date required back:
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Description of damage: