**Online Shop Refund form.**

* Refunds will only be done once the funds have reached our bank account. (Normally 3 working days)
* All refunds must be approved by the correct authoriser.
* All refunds will be processed by the Treasurer, within 1 week.
* All funds whether full or part refund will credit the original card used for purchase.

Customer Details:

|  |  |
| --- | --- |
| Customer Name |  |
| Customer Postcode |  |

Order Details:

|  |  |
| --- | --- |
| Online shop order No. |  |
| Product code to be refunded |  |

Refund Details:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Reason for refund |  | | | | | |
| Part or Full refund | **P** | F |
|  |  |
| Amount |  | |
| Name on card |  | | | | | |
| Card Type | MasterCard | | **Visa** | Visa debt | Visa electron | Maestro | |
|  | |  |  |  |  | |
| Last four digits |  | |

Authorisation:

|  |  |
| --- | --- |
| Name |  |
| Date |  |
| Signature |  |
| Contact number |  |

If you have any queries, please contact the finance team: finance@ecanatomists.org