**Please complete ONE form per product and email to** **export@commotion.co.uk**

All request forms will be acknowledged within 48hrs of receipt

**Please complete all sections fully**

|  |  |
| --- | --- |
| **Date** |  |
| **Company Name** |  |
| **Your Purchase Order No** |  |
| **Commotion Sales Order No** |  |
| **Commotion Invoice No** |  |
| **Commotion Stock Code** |  |
| **Quantity**  |  |
| **Batch Code (found on product label)** |  |

|  |  |
| --- | --- |
| 1 | What is your reason for contacting us? |
| 2 | Please state the date this occurred  |
| 3 | Please explain where the incident occurred *(For example, was it during transit, at your premises or your customer’s premises. Please provide full details)* |
| 4 | Please state how the incident occurred |
| 5 | Please attach photographs of the product and packaging  |

***Declaration***

[ ]  *I confirm that the information given in this form is true, complete and accurate*