



# ORDER FORM

## Incy Wincy

Swimwear and Flotation Aids and Accessories

DATE: \_\_\_\_\_

9 Trafford Road, READING, RG1 8JP  
Tel: 0844 875 4645 Fax 0118 942 8897  
Email: info@incywincy.net

INVOICE TO Name \_\_\_\_\_  
Address: \_\_\_\_\_  
Post Code \_\_\_\_\_  
Tel: \_\_\_\_\_  
Email: \_\_\_\_\_

DELIVER TO: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Post Code: \_\_\_\_\_  
Tel: \_\_\_\_\_  
Email: \_\_\_\_\_  
If different

CASH	CHEQUE	CREDIT/DEBIT CARD	CREDIT/DEBIT CARD NO.	EXPIRY DATE	NAME OF CARDHOLDER	SEC CODE
				/		

QTY	DESCRIPTION	SIZE/COLOUR	UNIT PRICE	LINE TOTAL

FOR OUR INFORMATION - Where did you hear of us?  
\_\_\_\_\_

SUBTOTAL \_\_\_\_\_

ADJUSTMENT \_\_\_\_\_

TOTAL \_\_\_\_\_

Make all cheques payable to Incy Wincy Ltd and allow 14 days for delivery

**THANK YOU FOR YOUR BUSINESS!**

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**RECORD OF YOUR ORDER – PLEASE RETAIN**

QTY	DESCRIPTION	SIZE/COLOUR	UNIT PRICE	TOTAL

## TERMS AND CONDITIONS

### PAYMENT

Cheque to be made payable to: **Incy Wincy.**

Send to: Incy Wincy Ltd, 9 Trafford Road, READING, RG1 8JP, England, UK.

### REFUNDS

Refund will only be given on Goods Returned within 14 days of Delivery. Any Goods found to be defective in respect of material or workmanship would be replaced. P&P and Administration cost are not refundable.

### DESPATCH

We will dispatch orders within few days, provided we have stock available. We use Royal Mail – Recorded Delivery and Parcel Force. Our carriage charge varies according to the amount ordered. Postage & packaging charges are not refundable. UK delivery will take between 4 to 21 days – subject to availability of stock. When payment is received by cheque – please allow at least 14 days for delivery.

### EXCHANGE or RETURNS [UK only]

We will exchange any goods as long as they are returned within 14 day period and undamaged. Administration charges are applied for Returns and Exchange – (between £2 and £5) ask for details. **SIMPLY RETURN GOODS MAKING SURE YOU OBTAIN A CERTIFICATE OF POSTING FROM YOUR POST OFFICE** [Freepost address will be sent with your order so you do not have to pay return postage].

### NON-REFUNDABLE RETURNS

- Items returned after one month of purchase **WILL NOT** be refunded or exchanged
- Items that have been immersed in water and or worn **WILL NOT** be refunded or exchanged.
- Items whereby the labels have been taken off and packaging damaged or destroyed **WILL NOT** be refunded or exchanged as this renders items non-resalable.

### OVERSEAS

We have stated the charges for overseas orders according to Zones. If you are unsure of what your P&P charge is, please contact us (via email, fax or phone). Please note we are unable to phone you but we will email, fax or write to you if we have any queries. Therefore, please let us know your contact fax number, email address and your full postal address when placing an order.

### HOLIDAYS

We are closed ALL Bank Holidays and Bank Holiday Weekends PLUS 3 weeks over summer and 3 weeks over Christmas [our website will have precise dates]. You will be able to leave Messages on our answer machine.

### DISABLED

If the person for whom the goods are bought for is registered disabled – then a VAT EXEMPTION DECLARATION FORM needs to be filled in and returned to claim back any VAT you have been charged for the goods only. [This does not include P&P]