



Online Store

Date:

## Order cancellation form

Customer details	
Customer name	
E-mail	
Phone	
Address	
Postcode	
Product/Event/Conference Details	
Name of Product/Event	
Order number	
Reason for cancellation/return	
Refund requested*	Y/N
Order value	£
Signature	
I confirm that I have read and understood the Online Store policy	
Customer name (Please Print name)	
Customer signature	

\*Subject to terms and conditions outlined in Online Store Policy

**Note:** This form should be fully completed and returned to email or contact supplied within the confirmation of purchase email



Fees, Income and  
Credit Control Office