**SPARK HARDWARE RETURNS**

Playcentre

Address of Playcentre

Date returned

Items returned

Contact name

Contact number

Please return all Spark hardware to the following address as soon as possible:

**Spark Returns**

**(Attention: Roya)**

**42-52 Willis Street**

**Wellington CBD 6011**

**Keep a copy of your return form for your information and include a copy in the hardware going back to Spark.**

**Please send confirmation email to** **askfinance@playcentre.org.nz** **when hardware has been sent to Spark and then send your reimbursement claim for the courier charges to** **accounts.payable@playcentre.org.nz**

**Failure to return your hardware may result in on-charges**