**VOCUS HARDWARE RETURNS**

Playcentre

Address of Playcentre

Date returned

Items returned

Contact name

Contact number

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

**Vocus Returns,**

**C/- CDL,**

**18C David McCathie Place,**

**Silverdale 0932**

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

**Please send confirmation email to** **askfinance@playcentre.org.nz** **when hardware has been sent to Vocus 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**