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| logo-cmyk-nostrap.jpg | Request a Refund / Return an Item |

Note our [Terms and Conditions](http://www.scottishwomeninbusiness.org.uk/content/terms/), which describe your rights to return items and obtain refunds.

Please complete this form and send it to [admin@scottishwomeninbusiness.org.uk](mailto:admin@scottishwomeninbusiness.org.uk).

For event cancellations only, you may alternatively contact the SWIB Administrator by telephone on 0141 255 0654.

I wish to (tick as appropriate):

|  |
| --- |
| cancel an event |
| cancel a membership application |
| cancel a voucher I have purchased |
| return an item I have bought |

Details of cancellation or item:

*e.g. date of event, number of places to be cancelled, description of item*

Date of purchase:

Cost of purchase:

For purchased items, you must return them to the SWIB Administrator in their original packaging and original condition (unless they are faulty). You may do this at a SWIB event or by returning them to Scottish Women in Business, Clyde Offices, 2nd Floor, 48 West George Street, Glasgow G2 1BP. Return postage will not be refunded. Refunds will only be made once items have been received by us.