

Returns Authorisation Form



Company:
Telephone Number:
Fax Number:
Contact Name:
Date:

Returns Note Number

RN:

Product Code	Inv/Del	Quantity	Serial No.	Reason for Return

PLEASE NOTE!

- 1: We only accept returns with our Returns documentation and number issued by us against the Sales Invoice number. A copy Invoice must be faxed along with this documentation to avoid any delay.
- 2: A 20% Handling charge will be levied where no fault is found.
- 3: We will only Credit non-faulty goods if they are returned in good condition, complete with all display cartons, packaging, manuals etc. and in completely resalable condition, less a 20% restocking charge
- 4: We do not accept items returned damaged, unless reported to our sales office within 5 days of delivery.
- 5: Our returns warranty does not include your packaging and transport costs, please ensure that all returns are correctly packed and a copy of the returns note is packed with the returned goods.

Warehouse Use Only

Office Use Only